

Jennifer Wood
Mayor

Chuck McGuire
Mayor Pro Tem

J. Carlos Gomez
Councilmember

Bill Smith
Councilmember

Rick Warren
Councilmember



AGENDA

CITY OF CALIFORNIA CITY SPECIAL MEETING CITY COUNCIL

**Tuesday, October 11, 2016
5:00 P.M.**

Council Chambers
21000 Hacienda Blvd.
California City, Ca 93505

If you need special assistance to participate in this meeting, please contact the City Clerk's office at (760) 373-7140. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 American Disabilities Act Title II)

NOTE: Any writings or documents provided to a majority of the City Council regarding any item on this agenda is available for public inspection in the City Clerk's office at City Hall located at 21000 Hacienda Blvd, California City, Ca during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable laws. These writings are also available for review in the public access binder in the Council Chambers at the time of the meeting.

LATE COMMUNICATIONS: Following the posting of the agenda any emails, writings or documents that the public would like to submit to the council must be received by the City Clerk no later than 3pm the Monday prior to the meeting. Past that deadline citizens may bring these items directly to the meeting. Please bring 10 copies for distribution to council, staff and the public.

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*****At this time, please take a moment to turn off your cell phones*****

5:00 P.M.
CLOSED SESSION

CALL TO ORDER

ROLL CALL

Councilmembers Gomez, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

ADOPT AGENDA

PUBLIC COMMENTS

Members of the public are welcome to address the City Council only on those items on the Closed Session agenda. Each member of the public will be given three minutes to speak.

CLOSED SESSION

- CS 1** Conference with Legal Counsel – Existing Litigation; Charles Ace Cook Jr., v. City of California City ET Al.; Case No. 1:16-CV-00429-DAD-JLT, Pursuant to Cal. Gov't Code §54956.9(d)(1)
- CS 2.** Conference with Legal Counsel - Potential Litigation (1) Case; Pursuant to Cal Gov't Code §54956.9(d)4 (one case)
- CS 3.** Pursuant to Cal. Gov't Code §54957; Public Employee: City Manager Evaluation

REPORT OUT OF CLOSED SESSION

6:00 P.M.
REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE / INVOCATION

ROLL CALL

Councilmembers Gomez, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

CITY CLERK REPORTS / LATE COMMUNICATIONS

PRESENTATIONS

STAFF ANNOUNCEMENTS / REPORTS

Police Chief Hurtado – Department Update
Fire Chief Armstrong – Department Update
Public Works Director Platt – Department Update
Acting Finance Director Williams – Department Update
Recreation Supervisor Daverin – Department Update
Airport Manager King – Department Update
City Manager Weil – City Updates
AB 1234 – Council Updates

CIVIC / COMMUNITY / ORGANIZATIONS ANNOUNCEMENTS

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PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the City Council on any matter not on this agenda, and over which the City Council has jurisdiction. Please state your name for the record and limit your comments to three minutes.

CONSENT CALENDAR

All items on the consent calendar are considered routine and non-controversial and will be approved by one motion if no member of the Council, staff or public wishes to comment or ask questions. (Public comments to be limited to three minutes) Roll call vote required.

CC 1. CITY CHECK REGISTERS: dated through 10/6/16

CC 2. MINUTES: Meeting dated 4/12/16

Waive reading of subject minutes, approve as written, and order filed.

CC 3. Fire Department: Fire Station; Kitchen Table Purchase

CC 4. Fire Department: Arson Policy Updates

CC 5. Fire Department: "Turnout" Purchases

CC 6. Finance Department: FY 14/15 Single Audit Report

NEW BUSINESS

NB 1. Kern County Department of Public Health: Presentation of 3 Ordinances previously adopted by Kern County - Matt Constantine, Director

Recommendation

Council discuss and direct staff to prepare the necessary ordinances to update the California City Municipal Code

PUBLIC HEARING

PH 1. Medical Marijuana Business Application Process – Cost Recovery Fees – City Manager Weil

PUBLIC HEARING PROCEDURE

A. Mayor read the item

B. Mayor declare Public Hearing open

C. Hear staff report

D. Council questions only

E. Ask city clerk to report on any communication(s)

F. Mayor call for public testimony

G. Close Public Hearing by motion

H. Council discussion

I. Council motion and vote

Recommendation

Council discuss, take public comment, and adopt **"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY ADOPTING A FEE SCHEDULE FOR MEDICAL MARIJUANA BUSINESS PERMIT APPLICATIONS"**

CONTINUED BUSINESS

CB 1. Update Citywide Master Fee Schedule and Resolution – Public Works Director Platt

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Recommendation

Council discuss and adopt “**A RESOLUTION OF THE CITY COUNCIL OF THE CITY ADOPTING A REVISED MASTER FEE SCHEDULE FOR FY 2016-2017, RELATING TO FEES AND CHARGES FOR DEPARTMENTS IN THE CITY OF CALIFORNIA CITY AND RESCINDING ALL RESOLUTIONS AND ALL AMENDMENT THERETO**”

CB 2. Fire Department: Fire Station Construction – Change Order #3 cont. – Chief Armstrong

Recommendation

Council discuss and approve Change Order #3; Alternate #'s 3R & 6 (Gates & Heaters)

CB 3. Police Department: Title 22 Compliance / Accreditation of Basic Life Support – Chief Hurtado

Recommendation

Council discuss and authorize Police Chief to execute all necessary documents as outlined

NEW BUSINESS CONTINUED

NB 2. Fire Department: Dignity Health Education Affiliation Agreement – Chief Armstrong

Recommendation

Council discuss and approve Agreement with Dignity Health and authorize the City Manager and Fire Chief to enter into the Education Affiliation Agreement

NB 3. Police Department: Police Officer Trainee L1-L4 Positions – Chief Hurtado

Recommendation

Council discuss and approve new Job Descriptions for Officer Trainee L4, L3, L2, and L1 Positions

COUNCIL AGENDA

This portion of the meeting is reserved for council members to present information, announcements, and items that have come to their attention. The Brown Act precludes Council, staff or public discussion. Short staff responses are appropriate. The Council will take no formal action. A Council member may request the City Clerk to calendar an item for consideration at a future meeting, or refer an item to staff.

Councilmember Gomez
Councilmember Smith
Councilmember Warren
Mayor Pro Tem McGuire
Mayor Wood

ADJOURNMENT

AFFIDAVIT OF POSTING: This agenda was posted on all official City bulletin boards, the City's website and agenda packets were completely accessible to the public at City Hall at least 72 hours prior to the Council Meeting.
Denise Hilliker, City Clerk

Report Criteria:

Report type: Invoice detail
Bank.Bank Number = 1
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
09/16	09/27/2016	98400	Dept. of Toxic Substances	EPA ID Renewal Hazardous	VQ#201645744	237.50	237.50
Total 98400:							237.50
09/16	09/27/2016	98401	Frontier	Telephone Service from Ve	081503-5 091916	2,462.92	2,462.92
Total 98401:							2,462.92
09/16	09/27/2016	98402	Placer Hills Fire Protection Di	Fire Engine Rental	92216	1,200.00	1,200.00
Total 98402:							1,200.00
09/16	09/27/2016	98403	So California Gas Co	Gas Summary Account # 17	1691-1 09-19-16	230.42	230.42
Total 98403:							230.42
09/16	09/27/2016	98404	Stephenson, FA	Deposit Refund Arts & Com	RECEIPT # 57104	100.00	100.00
Total 98404:							100.00
09/16	09/27/2016	98405	Utility Cost Management LLC	City Electricity Audit	21857	1,413.59	1,413.59
Total 98405:							1,413.59
Grand Totals:							5,644.43

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 9/27/16Interim Finance Director Joan B. [Signature]

C.I.

Report Criteria:

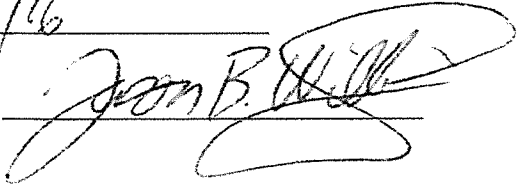
Report type: Invoice detail

Bank.Bank Number = 1

Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
09/16	09/30/2016	98406	Impulse Auto	2 x 2 Ford Ranger Work	09-26-16	280.00	280.00
09/16	09/30/2016	98406	Impulse Auto	Repair Unit 306 08 Ford Cr	0926-16 UNIT 306	2,958.23	2,958.23
Total 98406:							3,238.23
09/16	09/30/2016	98407	Vazquez, Richard	Boot Allowance	070116-RE-ISSUE	200.00	200.00
Total 98407:							200.00
Grand Totals:							3,438.23

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 9/30/16Interim Finance Director 

Report Criteria:

Report type: Invoice detail
 Check.Check Number = {>} 98407
 Bank.Bank Number = 1
 Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
09/16	09/30/2016	98408	ACES	ACO Supplies Dog Leases	47951	148.55	148.55
Total 98408:							148.55
09/16	09/30/2016	98409	Allstar Fire Equip, Inc	Roof Vent Pole	192993	148.59	148.59
Total 98409:							148.59
09/16	09/30/2016	98410	Andrew Parker	Decals	201651	150.00	150.00
Total 98410:							150.00
09/16	09/30/2016	98411	Arrow International	Medical Supplies	94233372	601.50	601.50
Total 98411:							601.50
09/16	09/30/2016	98412	Bni Building News	2016 Bldg Code Book	65599	1,564.02	1,564.02
Total 98412:							1,564.02
09/16	09/30/2016	98413	BSK & Associates	Construction Testing	0077259	5,106.00	5,106.00
Total 98413:							5,106.00
09/16	09/30/2016	98414	Cal City Auto Supply	Fire Auto Parts	092516 STMT FIRE	81.74	81.74
Total 98414:							81.74
09/16	09/30/2016	98415	Cal City Pet Clinic	CCAC Vouchers	33400	795.00	795.00
Total 98415:							795.00
09/16	09/30/2016	98416	Cal City Realty/Yip, C	Refund 8633 S. Loop	101806.02	2.03	2.03
Total 98416:							2.03
09/16	09/30/2016	98417	California City Arts Commissio	Balance Due Tax	092716	48.06	48.06
Total 98417:							48.06
09/16	09/30/2016	98418	Cantalupo, Carmine	Refund 8500 Willow	106519.05	2.60	2.60
Total 98418:							2.60
09/16	09/30/2016	98419	Charter Communications	Hierarchy Account Internet/	0011143 092116	287.40	287.40
Total 98419:							287.40
09/16	09/30/2016	98420	Cheney, Darrell	Refund 2624 Oleander	100834.03	7.20	7.20
Total 98420:							7.20
09/16	09/30/2016	98421	City Of Cal City-General	Water Service	106797.01 081316	11,444.60	11,444.60

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
09/16	09/30/2016	98421	City Of Cal City-General	Water Service	106801.01 081316	13,915.72	13,915.72
09/16	09/30/2016	98421	City Of Cal City-General	Water Service	106829.01 081316	1,086.40	1,086.40
Total 98421:							26,446.72
09/16	09/30/2016	98422	Clearview Realty /Josh Meiste	Refund 7172 Catalpa	106460.06	50.66	50.66
Total 98422:							50.66
09/16	09/30/2016	98423	Coldwell Banker/McAdams, P	Refund 9848 Mendiburu	104063.04	21.05	21.05
09/16	09/30/2016	98423	Coldwell Banker/McAdams, P	Refund 9900 Sandtrap	1057896.08	49.51	49.51
Total 98423:							70.56
09/16	09/30/2016	98424	County of Kern Communicatio	Comm Charges	17-03938	363.00	363.00
Total 98424:							363.00
09/16	09/30/2016	98425	Cummings, Robert	Refund 9361 Ironwood	103975.10	12.37	12.37
Total 98425:							12.37
09/16	09/30/2016	98426	Dr Kim M Brandau, Inc	Medical Services Director	090116	500.00	500.00
09/16	09/30/2016	98426	Dr Kim M Brandau, Inc	Medical Services Director	1000116	500.00	500.00
Total 98426:							1,000.00
09/16	09/30/2016	98427	Ferrin, Joshua & Sheppard, Jan	Refund 213 Desert Breeze	105761.10	4.44	4.44
Total 98427:							4.44
09/16	09/30/2016	98428	Harrell, David & Valerie	Refund 21810 Garibaldi	105079.10	17.55	17.55
Total 98428:							17.55
09/16	09/30/2016	98429	Interon LLC	Data Retrieval Admin Com	2663	150.00	150.00
Total 98429:							150.00
09/16	09/30/2016	98430	JBL/ Whitney, Fred	21324 89th	104268.06	69.28	69.28
Total 98430:							69.28
09/16	09/30/2016	98431	KME Fire Apparatus	Vehicle Maint. E290	CA538202	10,574.57	10,574.57
Total 98431:							10,574.57
09/16	09/30/2016	98432	Office Depot	Office Supplies	864680561001	84.14	84.14
09/16	09/30/2016	98432	Office Depot	Office Supplies	864928664001	356.86	356.86
09/16	09/30/2016	98432	Office Depot	Office Supplies	864928665001	859.91	859.91
09/16	09/30/2016	98432	Office Depot	Office Supplies	865273525001	257.53	257.53
Total 98432:							1,558.44
09/16	09/30/2016	98433	Parsac	Additional Premium Payrol	17-166	32,345.00	32,345.00
Total 98433:							32,345.00
09/16	09/30/2016	98434	R S I Petroleum Prod	Fuel	1067425	24.46	24.46

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 98434:							24.46
09/16	09/30/2016	98435	Ramirez, Andrea & Rex	Refund Dep. 10933 Rome B	100233.05	71.00	71.00
Total 98435:							71.00
09/16	09/30/2016	98436	Sage Staffing	Temp Mary Johnson	55453	1,725.60	1,725.60
Total 98436:							1,725.60
09/16	09/30/2016	98437	Senior Association of Californ	Reimbursement for Janitori	09-27-16	1,536.53	1,536.53
Total 98437:							1,536.53
09/16	09/30/2016	98438	Staples Advantage	Office Supplies, Janitorial	8040944996	519.57	519.57
09/16	09/30/2016	98438	Staples Advantage	Office Supplies, Janitorial	8041046076	1,616.53	1,616.53
Total 98438:							2,136.10
09/16	09/30/2016	98439	Strong, Mike	Storage Rental for Remodel	090116	450.00	450.00
09/16	09/30/2016	98439	Strong, Mike	Storage Rental for Remodel	10-01-16	450.00	450.00
Total 98439:							900.00
09/16	09/30/2016	98440	Sundance Media.com	Web Design	1828	247.50	247.50
Total 98440:							247.50
09/16	09/30/2016	98441	USA Bluebook	Trash Pump	065146	2,079.58	2,079.58
Total 98441:							2,079.58
09/16	09/30/2016	98442	Witmer Public Safety Group,	Boots - Guzman	E1502752.001	399.99	399.99
09/16	09/30/2016	98442	Witmer Public Safety Group,	Mobile Workstations	E1503040	1,329.39	1,329.39
09/16	09/30/2016	98442	Witmer Public Safety Group,	boots - Smith	E1507184	89.81	89.81
Total 98442:							1,819.19
Grand Totals:							92,145.24

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 9/30/16Interim Finance Director [Signature]

Report Criteria:

Report type: Invoice detail

Bank.Bank Number = 1

Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/03/2016	98443	Bob Dacey Golf Maintenance	1st Qtr 16-17 TDS Contract	1ST QTR 06-17	35,000.00	35,000.00
Total 98443:							35,000.00
Grand Totals:							35,000.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 10/3/16Interim Finance Director Jason B. Wells

Report Criteria:

Report type: Invoice detail
Check.Check Number = 98444-98445
Bank.Bank Number = 1
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/03/2016	98444	Bob Dacey Golf Maintenance	Balanced Owed from 15-16	15-16 BALANCE	1,108.55	1,108.55
Total 98444:							1,108.55
10/16	10/03/2016	98445	Frontier	City Hall Internet Lines	062303-5 092816	239.17	239.17
Total 98445:							239.17
Grand Totals:							1,347.72

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

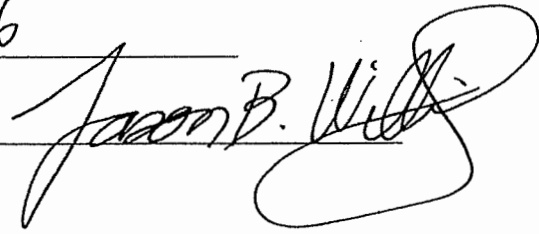
Dated: 10/3/16Interim Finance Director Jason B. Hill

Report Criteria:

Report type: Invoice detail
Bank.Bank Number = 1
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-0694 Jeff Armstrong	XXX-0694 082516	3,029.23	3,029.23
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-6582 Brenda Daverin	XXX-6582 082516	220.09	220.09
10/16	10/04/2016	98446	U S Bank Corporate Payment	1CALCITY Police	XXX-7239 082516	603.56	603.56
10/16	10/04/2016	98446	U S Bank Corporate Payment	2CalCity Police	XXX-7254 082516	2,444.31	2,444.31
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-7288 Fire	XXX-7288 082516	253.91	253.91
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-7304 Public Works	XXX-7304 082516	1,017.55	1,017.55
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-7312 Public Works	XXX-7312 082516	5,465.29	5,465.29
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX7639 Fire	XXX-7639 082516	318.73	318.73
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-9269 Bus Card	XXX-9269 082516	909.98	909.98
10/16	10/04/2016	98446	U S Bank Corporate Payment	XXX-City Mgr	XXX-9301 082516	134.30	134.30
Total 98446:							14,396.95
Grand Totals:							14,396.95

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 10/4/16Interim Finance Director 

Report Criteria:

Report type: Invoice detail
Bank.Bank Number = 1
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/06/2016	98447	Alexander's Enterprises, Inc	Water Billing Process	2243	5,056.93	5,056.93
Total 98447:							5,056.93
10/16	10/06/2016	98448	Amber Chemical, Inc.	Hypochlorite Solution	0338593	301.54	301.54
10/16	10/06/2016	98448	Amber Chemical, Inc.	Hypochlorite Solution	0338652	347.23	347.23
Total 98448:							648.77
10/16	10/06/2016	98449	AmeriPride	Uniform Maintenance	2100549366	117.80	117.80
Total 98449:							117.80
10/16	10/06/2016	98450	Andrew Parker	Decals Unit 306	201653	400.00	400.00
Total 98450:							400.00
10/16	10/06/2016	98451	Armstrong Forensic Laborator	Forensic Exam	B6FR2938-1	897.85	897.85
Total 98451:							897.85
10/16	10/06/2016	98452	AV Fuel Corporation	Jet Fuel	8852767	6,050.05	6,050.05
Total 98452:							6,050.05
10/16	10/06/2016	98453	Barragan, Jose	Supplies Reimbursment	092916	21.74	21.74
Total 98453:							21.74
10/16	10/06/2016	98454	Bound Tree Medical	Medical Supplies	82273829	1,497.04	1,497.04
Total 98454:							1,497.04
10/16	10/06/2016	98455	Byerly Veterinary Service	DEA License Use & Log Ins	7596	360.00	360.00
10/16	10/06/2016	98455	Byerly Veterinary Service	DEA License Use & Log Ins	7597	90.00	90.00
10/16	10/06/2016	98455	Byerly Veterinary Service	DEA License Use & Log Ins	7598	90.00	90.00
Total 98455:							540.00
10/16	10/06/2016	98456	Cal City Auto Supply	Battery	092516	1,932.30	1,932.30
Total 98456:							1,932.30
10/16	10/06/2016	98457	California Peace Officers	Membership Dues 25 Swor	201617	750.00	750.00
Total 98457:							750.00
10/16	10/06/2016	98458	Callahan, Ryan Michael	Mobile Car Wash	75	195.00	195.00
Total 98458:							195.00
10/16	10/06/2016	98459	Charter Communications	Fire Cable Service/Internet	0148273 090916	139.86	139.86
10/16	10/06/2016	98459	Charter Communications	City Hall Cable Service	015167 090316	95.68	95.68
10/16	10/06/2016	98459	Charter Communications	City Hall Internet Service	104953 090516	144.82	144.82

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 98459:							380.36
10/16	10/06/2016	98460	Chief	Shirts, Vests, Hats, K9 Mem	241220	1,182.80	1,182.80
10/16	10/06/2016	98460	Chief	Shirts, Vests, Hats, K9 Mem	241221	146.28	146.28
10/16	10/06/2016	98460	Chief	Shirts, Vests, Hats, K9 Mem	246278	619.40	619.40
10/16	10/06/2016	98460	Chief	Shirts, Vests, Hats, K9 Mem	247872	33.99	33.99
10/16	10/06/2016	98460	Chief	Shirts, Vests, Hats, K9 Mem	253148	745.41	745.41
Total 98460:							2,727.88
Account Numbers							
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106793.01 091316	275.73	275.73
10/16	10/06/2016	98461	City Of Cal City-General	Sewer Service	106812.01 091316	1,133.15	1,133.15
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106813.01 091316	275.73	275.73
10/16	10/06/2016	98461	City Of Cal City-General	Sewer Service	106819.01 091316	89.15	89.15
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106821.01 091316	275.73	275.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106822.01 091316	275.73	275.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106832.01 091316	275.73	275.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106838.01 091316	51.73	51.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106839.01 091316	86.40	86.40
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106841.01 091316	86.40	86.40
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106842.01 091316	51.73	51.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106843.01 091316	86.40	86.40
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106844.01 091316	86.40	86.40
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106845.01 091316	86.40	86.40
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106847.01 091316	51.73	51.73
10/16	10/06/2016	98461	City Of Cal City-General	Water Service	106863.01 091316	51.73	51.73
Total 98461:							3,239.87
10/16	10/06/2016	98462	Classic Lock & Keys	Repair Locks Unit 3001	2016179	80.00	80.00
Total 98462:							80.00
10/16	10/06/2016	98463	Contech Engineered Solutions	Articulated Concrete Mats	901131111786	31,336.48	31,336.48
Total 98463:							31,336.48
10/16	10/06/2016	98464	Creative Bus Sales, Inc	Dial A Ride Bus Repair	5097627	83.87	83.87
Total 98464:							83.87
10/16	10/06/2016	98465	Daniels Tire Service	E190 Tires	240099236	1,484.37	1,484.37
Total 98465:							1,484.37
10/16	10/06/2016	98466	De Lage Landen	Copier Lease	51645525	190.04	190.04
Total 98466:							190.04
10/16	10/06/2016	98467	Deere Credit	Heavy Equipment Purchase	1748113	1,162.04	1,162.04
10/16	10/06/2016	98467	Deere Credit	Heavy Equipment Purchase	1750306	2,596.24	2,596.24
Total 98467:							3,758.28
10/16	10/06/2016	98468	Emcor Services	Replace door gaskets AC	001261104	930.50	930.50
Total 98468:							930.50

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/06/2016	98469	Entenmann-Rovin Company	Hat Badges Ty Memorial	0121074	1,438.87	1,438.87
Total 98469:							1,438.87
10/16	10/06/2016	98470	Evoqua Water Technologies L	Surface Aerator Repair Part	902784444	2,057.33	2,057.33
Total 98470:							2,057.33
10/16	10/06/2016	98471	Expert Automotive	Maintenance Equinox	41708	69.32	69.32
Total 98471:							69.32
10/16	10/06/2016	98472	Fed Ex	Priority Mailings	5-555-97007	86.01	86.01
Total 98472:							86.01
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	0565702	117.38	117.38
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WD001953-1	1,757.18	1,757.18
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WD001993	1,112.14	1,112.14
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV001938	3,236.00	3,236.00
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV001967-2	2,624.72	2,624.72
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV001968	498.88	498.88
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV001974	897.45	897.45
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV001975	1,026.30	1,026.30
10/16	10/06/2016	98473	Ferguson Waterworks	Water Line Supplies	WV002007	2,876.70	2,876.70
Total 98473:							14,146.75
10/16	10/06/2016	98474	Ford Credit Dept 67-434	Ford Truck Red F150	01197488	8,596.63	8,596.63
Total 98474:							8,596.63
10/16	10/06/2016	98475	Granite Construction Compan	Type II Ag Base, Cold Mix	1056736	5,430.47	5,430.47
Total 98475:							5,430.47
10/16	10/06/2016	98476	Great America Financial	Postage Machine Lease/ P	19426862	952.54	952.54
Total 98476:							952.54
10/16	10/06/2016	98477	HDWBC - High Desert Wireles	Wall Tracking & Drops with	40414	3,253.75	3,253.75
Total 98477:							3,253.75
10/16	10/06/2016	98478	Hiro's Tranmission	DAR Transmission Repair	RO# 1041319	3,247.35	3,247.35
Total 98478:							3,247.35
10/16	10/06/2016	98479	Home Depot Credit Services	Facilities Maint. Supplies	XXX-1266 091616	1,951.01	1,951.01
Total 98479:							1,951.01
10/16	10/06/2016	98480	Interon LLC	Admin Computer Replacem	2665	924.13	924.13
Total 98480:							924.13
10/16	10/06/2016	98481	JM & J Plumbing, Heating-Air	Police Gym New A/C	IN812-5585	11,493.00	11,493.00

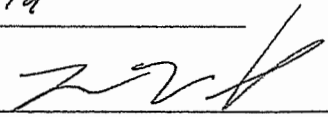
GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 98481:							11,493.00
10/16	10/06/2016	98482	Jones Chemicals Corp Inc	Chlorine Cylinders	702165	5,198.14	5,198.14
10/16	10/06/2016	98482	Jones Chemicals Corp Inc	Drums Return	702216	3,000.00-	3,000.00-
Total 98482:							2,198.14
10/16	10/06/2016	98483	Kieffe & Sons Ford	Vehicle Maint Expedition/C	22893	15.43	15.43
10/16	10/06/2016	98483	Kieffe & Sons Ford	Vehicle Maint Expedition/C	24634	1,088.01	1,088.01
10/16	10/06/2016	98483	Kieffe & Sons Ford	Vehicle Maint Expedition/C	24687	42.20	42.20
Total 98483:							1,145.64
10/16	10/06/2016	98484	KME Fire Apparatus	Vehicle Maint. P390 Brake	538128	3,590.90	3,590.90
Total 98484:							3,590.90
10/16	10/06/2016	98485	M & M Sports	CE Polo's Jacket Embroider	37075	19.19	19.19
10/16	10/06/2016	98485	M & M Sports	CE Polo's Jacket Embroider	37175	13.71	13.71
10/16	10/06/2016	98485	M & M Sports	CE Polo's Jacket Embroider	37215	53.21	53.21
10/16	10/06/2016	98485	M & M Sports	Patches	37302	571.90	571.90
Total 98485:							658.01
10/16	10/06/2016	98486	Martha's Cleaning Service	Janitorial	1395	400.00	400.00
Total 98486:							400.00
10/16	10/06/2016	98487	Medallion Contracting, Inc.	Fire Station Prog. #5	#5	377,933.65	377,933.65
Total 98487:							377,933.65
10/16	10/06/2016	98488	Middleton, Keith	Mileage Reimb to Bank of t	100316	27.65	27.65
Total 98488:							27.65
10/16	10/06/2016	98489	Morrill Industries, Inc	400 GPM Filter Screen - TD	00110778	531.84	531.84
Total 98489:							531.84
10/16	10/06/2016	98490	Norm Hill Aviation	Airport Internet	2102	50.00	50.00
10/16	10/06/2016	98490	Norm Hill Aviation	Internet Service ACO	2103	50.00	50.00
Total 98490:							100.00
10/16	10/06/2016	98491	Office Depot	Office Supplies	864928434002	429.98	429.98
10/16	10/06/2016	98491	Office Depot	Office Supplies	864928666001	262.56	262.56
Total 98491:							692.54
10/16	10/06/2016	98492	Petroleum Tank Testing	Monthly Inspection 3 mont	12295	450.00	450.00
10/16	10/06/2016	98492	Petroleum Tank Testing	Monthly Inspection 3 mont	12478	450.00	450.00
Total 98492:							900.00
10/16	10/06/2016	98493	Pollardwater	Water Line Supplies	53808	6,155.04	6,155.04

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 98493:							6,155.04
10/16	10/06/2016	98494	Powerwerx	Radios for OHV	8690652	354.46	354.46
Total 98494:							354.46
10/16	10/06/2016	98495	PR Diamond Products	Blades	0042867	2,450.00	2,450.00
Total 98495:							2,450.00
10/16	10/06/2016	98496	Praxair Distribution Inc	Oxygen	55620683	120.60	120.60
Total 98496:							120.60
10/16	10/06/2016	98497	Precision Engineering, Inc.	Fire Station Rentention	6874	748.76	748.76
Total 98497:							748.76
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067289	1,578.42	1,578.42
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067336	42.84	42.84
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067373	266.53	266.53
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067375	2,752.63	2,752.63
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067377	1,713.26	1,713.26
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067378	176.56	176.56
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067380	668.97	668.97
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067381	1,250.23	1,250.23
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067400	195.27	195.27
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067402	526.85	526.85
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067426	92.44	92.44
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067437	67.76	67.76
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067441	119.62	119.62
10/16	10/06/2016	98498	R S I Petroleum Prod	Fuel	1067442	25.94	25.94
Total 98498:							9,477.32
10/16	10/06/2016	98499	Robertson's	20201 Airway	856278	570.09	570.09
10/16	10/06/2016	98499	Robertson's	Neuralia & Great Circle	860680	357.52	357.52
10/16	10/06/2016	98499	Robertson's	Neuralia & Great Circle	860681	523.41	523.41
10/16	10/06/2016	98499	Robertson's	Neuralia & Great Circle	861105	468.43	468.43
10/16	10/06/2016	98499	Robertson's	Neuralia & Great Circle	862366	439.43	439.43
Total 98499:							2,358.88
10/16	10/06/2016	98500	S.C. Friends Tire Inc.	Tire Service	30504	10.00	10.00
Total 98500:							10.00
10/16	10/06/2016	98501	Sage Staffing	Temp Mary Johnson	55517	1,725.60	1,725.60
Total 98501:							1,725.60
10/16	10/06/2016	98502	SC Communications	Radio Purchase & Install Gr	5468	3,348.32	3,348.32
Total 98502:							3,348.32
10/16	10/06/2016	98503	Sirchie Fingerprint Labs	Evidence Materials	0271968	542.17	542.17

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 98503:							542.17
10/16	10/06/2016	98504	Staples Advantage	Office Supplies, Janitorial	8041141576	63.40	63.40
Total 98504:							63.40
10/16	10/06/2016	98505	Statewide Safety & Signs	Safety Signs	12004017	406.36	406.36
10/16	10/06/2016	98505	Statewide Safety & Signs	Safety Signs	12004020	926.29	926.29
10/16	10/06/2016	98505	Statewide Safety & Signs	Safety Signs	12004022	403.13	403.13
10/16	10/06/2016	98505	Statewide Safety & Signs	Safety Signs	12004038	38.82	38.82
Total 98505:							1,774.60
10/16	10/06/2016	98506	Swaim, Kimberly	Deposit Refund Pavillion	57119	50.00	50.00
Total 98506:							50.00
10/16	10/06/2016	98507	Thugs to Bugs Pest Control	Pest Control	15401, 15398	660.00	660.00
Total 98507:							660.00
10/16	10/06/2016	98508	United Rentals	Equipment Rental Compact	140880338-001	1,935.50	1,935.50
Total 98508:							1,935.50
10/16	10/06/2016	98509	Verizon Wireless	Cell Phone Service	9772142402	38.01	38.01
Total 98509:							38.01
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106132625.003	61.79	61.79
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106153977.001	318.24	318.24
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106153977.002	69.27	69.27
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106153977.003	9.09	9.09
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106153977.004	43.62	43.62
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106153977.005	193.18	193.18
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106158698.001	179.04	179.04
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106181911.001	147.81	147.81
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106269455.001	435.53	435.53
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106269455.002	23.67	23.67
10/16	10/06/2016	98510	Walters Wholesale Electric Co.	Fire Station Materials	S106274122.001	271.65	271.65
Total 98510:							1,752.89
10/16	10/06/2016	98511	Waste Management	Trash Service	3741709-2508-4	145.50	145.50
Total 98511:							145.50
10/16	10/06/2016	98512	Welling, Ruthanne	Supplies for Ty Memorial	100416	26.88	26.88
Total 98512:							26.88
10/16	10/06/2016	98513	West Coast Lights & Sirens	Equipment Install Equinox	13645	1,061.96	1,061.96
10/16	10/06/2016	98513	West Coast Lights & Sirens	F150 Equipment Install Gra	13809	425.10	425.10
Total 98513:							1,487.06
10/16	10/06/2016	98514	Witmer Public Safety Group,	Hosetenders	E1503040.001	425.97	425.97
10/16	10/06/2016	98514	Witmer Public Safety Group,	Oxygen Bag	E1504596.001	416.99	416.99

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/06/2016	98514	Witmer Public Safety Group,	Chaplain Uniform	E1507184.001	112.83	112.83
Total 98514:							955.79
10/16	10/06/2016	98515	Zee Medical	Medical Supplies	34-223437	219.68	219.68
10/16	10/06/2016	98515	Zee Medical	Medical Supplies	34-223438	54.07	54.07
Total 98515:							273.75
Grand Totals:							540,599.19

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 10/06/16Interim Finance Director: 

Report Criteria:

Report type: Invoice detail

Bank.Bank Number = 1

Check.Voided = no

Report Criteria:

Report type: Invoice detail


Check.Check Number = 98516-98517

Bank.Bank Number = 1

Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
10/16	10/06/2016	98516	Frontier	Dispatch Center Phone	070174-5 091316	547.66	547.66
Total 98516:							547.66
10/16	10/06/2016	98517	Michael Burger & Associates	Land Appraisal Lindbergh	691-16	3,500.00	3,500.00
Total 98517:							3,500.00
Grand Totals:							4,047.66

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 10/6/16Interim Finance Director 

**CITY OF CALIFORNIA CITY
CITY COUNCIL & SUCCESSOR AGENCY
Tuesday, April 12, 2016
Council Chambers, 21000 Hacienda Blvd.
MINUTES**

CALL TO ORDER

Mayor Wood called the meeting to order at 5:01 pm. Deputy City Clerk Sprague called the roll:

ROLL CALL

PRESENT: Gray, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

ABSENT: None

ADOPTION OF AGENDA

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to adopt the agenda. Motion carried.

PUBLIC COMMENT None

CLOSED SESSION / CITY COUNCIL

CS 1. Pursuant to Cal Gov't Code §54956.9(d): Potential Litigation (1) Case

CLOSED SESSION / SUCCESSOR AGENCY

CS 1. Pursuant to Cal Gov't Code §54956.8: Confer with Real Property Negotiator Tom Weil, APN #205-330-26

CS 2. Pursuant to Cal Gov't Code §54956.9(d): Potential Litigation (1) Case

REPORT OUT OF CLOSED SESSION

City Attorney Bettenhausen reported that both the Successor Agency and the City Council had discussed the items listed. Staff received direction.

CITY COUNCIL MEETING

At 6:01 pm, following the Pledge of Allegiance and Invocation, the Deputy City Clerk called the roll:

PRESENT: Gray, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

ABSENT: None

CITY CLERK REPORTS / LATE COMMUNICATIONS

J.M. Powers – complaints: golf carts operating on public streets; erroneous estimates distort city budget at 8 month point; State reports the Cal City top water waster for Feb 2016, 5th month in a row

PRESENTATIONS

Mayor Wood recognized animal control volunteers and those high school students working on RPU facelift

STAFF ANNOUNCEMENTS / REPORTS

Police Chief Hurtado – On April 1st 40 officers from various agencies participated in a sweep which resulted in arrests for weapon and weapon violations; Animal Control also participated issuing citations in the amount of \$4000.; police drill will be held at the

AA 7

middle school tomorrow after the kids get out, nixel to alert that it is only a drill; also nixel will go out tomorrow with pictures of those suspected in armed robbery at Aspen Mall; recognized Michelle Jones for being "Dispatcher of the Year"

Fire Chief Armstrong – working on 2 abatement warrants; 30 new vacant property registrations; "live" joint drill with EAFB on April 4th; a lot of talk in regards to the EOP Plan. It is a 300 pg document with a lot of critical, confidential information that will never be made public. There are copies of the EOC which is public, which explains how the EOC is activated, checklists, job descriptions, etc.

Public Works Director Platt – provided stats for each department; ballpark score board up, dugout roofs completed, pool certifications up to date, pads up at the strata. Weed abatement continue; WWTP explained different aspects of maintenance and issues that need to be addressed, including centrifuge

Finance Director Hernandez – information on 16/17 budget as well as 14/15 audit
Parks and Rec Supervisor Daverin – looking for summer hires; covered upcoming events

City Manager Weil – city project updates, board available in the lobby to track progress

CIVIC / COMMUNITY / ORGANIZATIONS ANNOUNCEMENTS

Ronald Fledding (sp?) – Basketball coach, appreciates the Mayor and Council recognizing the high school students

Norm Hill, EDC – 3rd Thursday informal meetings starting back up at Foxy's; Charter internet is now going to be available at the Airport

PUBLIC BUSINESS FROM THE FLOOR

Larry Cadey (sp?) – representing loyal members of the golf course who are concerned that payments are being withheld, demands outside of the contract are being made and that renegotiating of the contract is happening prior to the end of its term. Also there are no recorded votes to withhold payments. Stated that even though denied, Councilmembers McGuire and Warren have a personal issue with Mr. Dacey.

Ron Smith – read what was written and signed by 28 people; these remarks reflected past statements made by Councilmember Warren which "they" are in disagreement about. Requests that Warren be removed from golf subcommittee. Smith added that it appears that the perception as to what is going on is reality.

Mayor Wood reported that there is very little that can be discussed at this time.

Al Hutson – reiterated that the Kern County Grand Jury stated that Cal City's population and income could only be able to support a 9 hole golf course. Believes that both McGuire and Warren want the golf course ran according to law. Retold the council that back in 2010 the City Manager was aware of Prop 218. He has calculations (6 million) showing how much money that cost the water enterprise fund. Citizens have no recourse against the City Manager.

Charles Schafer –apologized to Attorney Bettenhausen for wanting him arrested at the last meeting. He was and is extremely upset trying to figure out how he would obtain his medical marijuana. Who authorized telling the city that they should deny him and others.

Pat Bohannon – issues with the fast rate of speed of employees of the prison and solar plant. Requests how much money the city has paid the attorney in regards to the gold course debacle. Report requested on the votes that approve spending the money on it.

Beth Tona – in defense of Mr. Warren asking for funds to help pay for the cost of the fence for the golf course. Swimming and golfing are not a necessity, they are a luxury.

Waterlines are a necessity. Inquired about the Master Fee being tabled, since she believes we are illegally charging fees. PW Director Platt replied that it was found that fees that were passed in 2014 were indeed not being enforced. He and the CM are in discussions about the fee charged realtors to open an account just to show a home for

sale. City Manager Weil further explained that yes Ms. Tona has been paying the \$50 fee but was not made to pay the \$71 deposit that was past back in 04'. Also the deposit is returned to the customer after account is closed, so therefore the fee is still \$50.

CONSENT CALENDAR

- CC 1. Approve City check registers dated through 04/07/16
- CC 2. Approve minutes of Special Meeting of 12/22/16
Waive reading of subject minutes, approve as written, and order filed
- CC 3. Biosolids Service Agreement
- CC 4. Notice of Completion: Golden Valley Construction, Inc; Municipal Airport West Taxiways Rehabilitation Project AIP No. 3-06-0341-16-2015
- CC 5. Notice of Completion: Cooley Construction, Inc; Safe Routes to School – Various Locations Project SR2SL – 5399-(020)
- CC 6. Integrated Regional Water Management (IRWM) Stake Holder Support and Prop 1 Planning Grant Application
- CC 7. Adopt **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)”**
- CC 8. Revised Job Description: Pool Supervisor
- CC 9. Revised Job Description: Parks and Recreation Manager
- CC 10. Adopt **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY APPROVING THE APPLICATION FOR OFF-HIGHWAY VEHICLE GRANT ENTITLED CALIFORNIA CITY POLICE s/b OHV PROGRAMS”**
- CC 11. Helt Engineering Contract Amendment

Mayor Wood announced the following corrections on the check register: #96932 voided, replaced with #97000; #96848 voided, replaced with #96912 and #96871 voided, replaced with #96911

Both Ron Smith and Al Hutson both wanted clarification on item CC 11. Mayor Wood explained that the current contract is being re-negotiated and it is necessary to continue the current one on a month to month basis as to not jeopardize any funding on current projects.

Councilmember Smith received clarification from staff on the following checks: #96838, #96844, #96875, #96953. Smith also had concerns with CC 5, which staff explained that the matching funds come out of reserves.

Mayor Pro Tem McGuire inquired as to why there are two different dollar amounts on the resolution? Karen Sanders replied that it was most likely a clerical error. After discussing item, CC 10, the following motion was made:

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to pull item CC 10 for staff to make necessary corrections. Motion carried.

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren, to approve the consent calendar, excluding CC 10. Roll call vote as follows:

AYES: Gray, Smith, Warren, McGuire, Wood

NAYS: None

ABSTAIN: None

ABSENT: None

CONTINUED BUSINESS

CB 1. Automatic Sensor and Push Button ADA Doors for City Hall
Building Official Joe Barragan provided the staff report.

Both the public and council were in favor of this project, having both doors be automatic.

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to approve this project choosing Option 1, Push Button only. Roll call vote as follows:

AYES: Gray, Smith, Warren, McGuire, Wood

NAYS: None

ABSTAIN: None

ABSENT: None

CB 2. Fire Department: Award of Contract for Construction of new Fire Station

Fire Chief Armstrong provided the staff report.

Building Official Joe Barragan added information on the project. Since he is the on sight Project Manager, and licensed with the state as an electrical contractor, it will save the city money by him doing the required electrical himself. Other savings will take place with Pastor Ron Smith volunteering to do the painting and the Garden Club stepping up to help out with the zero scape.

Financing Options for Fire Station Construction Project

Finance Director Fernandez provided the staff report.

Discussion was based around using the first two options, as outlined by Hernandez. No one wants to put off starting the project so the 1.2 million available can do that. Plenty of time to research the best financing option. Chief Armstrong commented on numerous ways the remaining balance will most likely be lower. All items within his budget can be reassessed to find additional monies.

AL Hutson mentioned that he hasn't heard anyone speak about possible SDI funding, nor possible funding from the Police Department Special Tax monies, which he feels is the right way to go.

Ron Smith stated that as we get closer to the end of the Special Tax, the fiscal conservative's citizens would agree that there are non-essential departments that can be reduced instead of taking from the police dept. All departments should chip in.

Darrel Pointer expressed concerns with the equipment being kept outside and the additional maintenance that is needing to be done.

Jeff Brader stated that this has been going on too long, and the project needs to be expedited.

Councilmember Smith asked if the contractor was going to agree on the reduction of \$300,000 on the project. Too many numbers being kicked around and again voiced his objections again on the tearing down of the original building.

Barragan explained that they have met with the contractor to explain the financial situation and they have been very open to the city's ideas for cutting costs. Also in his professional opinion in the long run it was best not to try and rebuild the existing building.

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to award the fire station project contract to Medallion Contracting, in the amount of \$1,736,863.40, also rejecting all other bids. Roll call vote as follows:

AYES: Gray, Warren, McGuire, Wood

NAYS: Smith

ABSTAIN: None

ABSENT: None

Motion Warren, second by Councilmember Smith to take \$600,000 from the Fire Reserve Fund, borrow \$600,000 from the General Fund, which will be an inter fund loan from the General Fund to the Fire Fund. Start the project with the \$1.2 million with direction given to staff to take some time and look into all available financing options. Roll call vote as follows:

AYES: Gray, Smith, Warren, McGuire, Wood

NAYS: None

ABSTAIN: None

ABSENT: None

NEW BUSINESS

NB 1. Public Works Department: Water Hot Tapping Equipment

Public Works Director Platt provided the staff report.

Motion by Mayor Pro Tem McGuire, second by Councilmember Smith to approve the purchase in the amount of \$32,652.10 from ToolBin, for model -37H. Roll call vote as follows:

AYES: Gray, Smith, Warren, McGuire, Wood

NAYS: None

ABSTAIN: None

ABSENT: None

COUNCIL AGENDA

Councilmember Gray – AB 1234: met with state legislators, explained numerous bills currently on the floor and potential impact on cities

Councilmember Warren – still requesting 5 year plan

Mayor Wood – need improvements on correct information coming to the council; better communication between departments and don't rush through things; CCB shoulder project delayed 3 months due to environmental clearance

ADJOURNMENT

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to adjourn at 9:25 pm. Motion Carried

Respectfully submitted by,

Denise Hilliker, City Clerk

APPROVED BY CITY COUNCIL ON _____



City Council

Meeting Date: October 11th 2016

TO: Mayor and Council

FROM: Fire Chief Armstrong

Subject: Fire Station Kitchen table

Background:

The Fire crews have been eating at a conference table from my old office and chairs taken from the lobby for over 3 years. As we begin to outfit the new Fire Station, the need for a kitchen table has been identified and was budgeted for FY 16/17. While we have shopped around at traditional furniture stores we have come to realize that your residential kitchen table may not withstand the high use that a fire station would place on it. When we begun to explore sturdier and custom-made options we discovered a company that can make one with new our Logo and our Department Values engraved on it.

The Fire Station kitchen table is as symbolic as it is functional. Problems are solved around the table as crews dine together and build comradery. Shift-change and meetings take place around this table to discuss training, crew performance and improvements needed. As crews sit at this table they will be faced with our new logo which is reflective of our enhanced service along with our values: *Excellence in Service, Integrity, Strength, Courage, Foresight, Innovation and Professionalism*.

Through a process that included everyone in the Fire Department, Staff presented me with this design. I recognize the pride that will be taken in this center piece and support the request and ask the Council to approve.

Recommendation:

Council approves the purchase of a kitchen table from Rescue Woodworks.

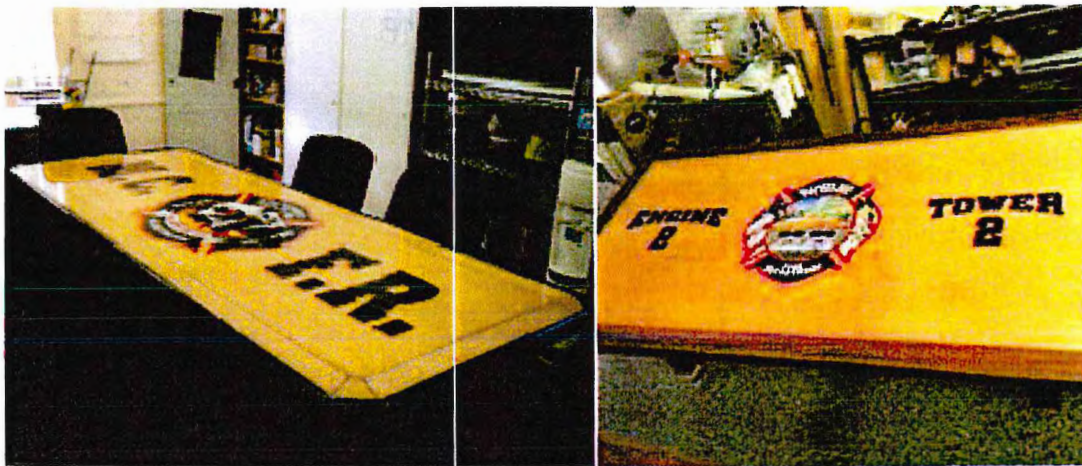
Fiscal Impact:

\$4,760.00 from 19-4222-270 (Building Operations and Maintenance)

The finance director has reviewed the staff report and finds the recommendation to be within the budget constraints of the Department.

Prepared By: Jeff Armstrong, Fire Chief on 10/4/2016

CC3.



Examples of work by Rescue Woodworks



CCFR proposed design

Rescue Woodworks
8263 Spring Branch Ct
c/o John Beck
Laurel MD 20723
United States



California City
Caleb Souders
21130 Hacienda Blvd
California City CA 93505

Invoice # 0000099
Invoice Date September 23, 2016
Deposit Due (USD) **\$3,570.00**

Item	Description	Unit Cost	Quantity	Line Total
Table	4' x 7'10" Maple Hardwood (Custom Milled) Black Pre Catalyzed Lacquer 1 Company Logo on top 3 coats bartop "Station 19" in vinyl on both ends of table. Additional wording to be added along sides of table. Wording to be provided by customer	4,160.00	1	4,160.00
Shipping	Packaging/crating	200.00	1	200.00
Shipping	Shipping (estimate)	400.00	1	400.00
Total				4,760.00
Deposit Requested				3,570.00
Deposit Paid				0.00
Deposit Due (USD)				\$3,570.00

Terms

Remainder of balance will be required before shipment.

RW accepts credit cards, checks, and cash. If using credit cards, please contact John at 443-878-2556 and we will send an invoice through Square.

Notes

Please allow 4-6 weeks delivery

75% deposit required on all custom orders



City Council

Meeting Date: October 11th 2016

TO: Mayor and Council

FROM: Fire Chief Armstrong

Subject: Fire Department Arson Policy updates (F404)

Background:

The Fire Departments' policies are hosted by Lexipol and content is validated and often updated by their legal staff. The City signed an agreement with Lexipol for both public safety agencies and the Department heads review and accept regular updates.

Although content updates are regularly accepted; this specific policy was approved by Council several years ago and this draft contains content revisions by Lexipol and by the Fire Chief. A summary of what was modified by the Agency (Fire Chief) is:

- *The term Law Enforcement Officer in place of Peace Officer*
- *Authorization for CCW contained in policy*
- *The issuance of LEO ID's*
- *Less Lethal remains but not required for non-patrol status or Conceal Carry*
- *Fire Chief replaces Fire Marshal*
- *The term Arson Unit in place of Task Force in a few areas*
- *Reference to POST removed as the FD is not a POST Agency*
- *Threat of discipline removed*

Remaining in the Policy are specific requirements Council desired:

- *The restrictions on a FD Law Enforcement Officer to carry a firearm.*
- *The requirements to be an Arson Investigator include those requirements listed in Govt Code 1033*
- *Range Qualification to "POST-like" standards*

Recommendation:

Council approves the updated and attached FD Policy F404

Fiscal Impact:

None

Prepared By: Jeff Armstrong, Fire Chief on 10/5/2016

CC4.

Fire Investigations / Arson Unit Operations

404.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the California City Fire Department are investigated and properly documented in accordance with state and federal laws and national standards; and ensure codes and regulations under the authority of the Fire Department are enforced.

404.2 POLICY

It is the policy of the California City Fire Department to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the Department shall take immediate charge of all physical evidence relating to the fire or explosion and pursue an investigation to its conclusion (Fire Code § 104.10)

404.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations. The Fire Chief, per his/her Position Description, is the Chief Arson Law Enforcement Officer (LEO) and has the ultimate authority over the Arson Unit / Arson Task Force.

The Fire ~~Chief~~ Marshal is responsible for management of the fire investigations program. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

Department first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when the California City Fire Department ~~and/or~~ law enforcement investigators are needed to investigate an incident.

When the California City Fire Department assumes responsibility for the investigation, fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

404.4 INCIDENT REPORTS

To ensure department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the ~~Fire Chief~~ Fire Marshal for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The ~~Fire Chief~~ Fire Marshal is responsible for reviewing and approving the investigative reports.

California City Fire Department

Fire Investigations / Arson Unit Operations

404.5 PROCEDURE

The first-in company officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the company officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the company officer of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an Investigator shall be requested when any of the following circumstances exist:
 - 1. Major or unusual fires that exceed the investigative abilities of a company officer or a Captain
 - 2. Any fire resulting in a major injury
 - 3. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Captain
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator when any of the following circumstances exist:
 - 1. Arson and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
 - 2. Any explosion
 - 3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
 - 4. Death resulting from a fire or explosion
 - 5. Any fire started by a juvenile
 - 6. Any illegal activity that potentially could cause a fire and/or explosion
 - 7. Any fire or explosion related to a crime or a suspected crime

404.6 QUALIFICATIONS

All department officers are qualified to perform first responder-level origin and cause investigations in addition to the California City Fire Department investigators.

All investigators of the California City Fire Department will be designated as peace officers (law enforcement officers) in accordance with Penal Code § 830.37.

- (a) Fire investigators shall:

California City Fire Department

Fire Investigations / Arson Unit Operations

1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
2. Complete the certification requirements of the California Fire Service Training and Education System Fire Investigator (I) and, when applicable, Fire/Arson Investigator (or Level II).
3. Complete the training required for peace officers (CA) described in Penal Code § 832.
4. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.
5. Meet the standards of Government Code 1033 and be subject to a background investigation and psychological testing.
6. Those authorized to Carry a firearm shall qualify at the shooting range, with the Department issued weapon, to POST-like recommendations.
7. Have a DOJ "Firearms Clearance" letter in the Department Training File.

404.7 AUTHORIZATION TO CARRY FIREARMS

Due to the independent nature of Fire Investigation, time of day and the historical actions of Arsonists; it may be necessary to authorize Arson Investigators to carry firearms. Personnel authorized to carry shall do so in accordance with law, this policy and under the authority granted to the Fire Chief. The only members authorized to carry firearms shall be designated as Peace Officers (California definition) / Law Enforcement Officers (LEO's - Federal definition) by the Fire Chief and have a responsibility for Arson Investigation or enforcement of laws pertaining to Fire Department Operations.

Arson Investigators are not Police Officers and should not be involved with General Law Enforcement. Unless activated by the Police Chief or witness to a crime, where the Arson Investigators actions may save a life, Investigators should not enforce the Law in an area not related to Fire Department operations. This includes the Vehicle Code (traffic Stops) and most sections of the penal code. Enforcement of the City Municipal Code is acceptable but shall not be the focus of the Arson Unit.

The main purpose of carrying firearms is for Officer Safety and personal protection of the Investigator during Fire Department Activities; not conducting police department associated activities. When appropriate, the Investigator shall defer such action to a member of the City Police Department. Peace Officers/LEO's have a reasonable duty to act and unless exigent conditions exist and action by the Investigator will prevent a serious crime or protect life, enforcement of the law shall be deferred.

When a situation arises, on or off-duty, where an investigator is required to verbally identify his or herself, the identification shall be: "Law Enforcement Officer". This terminology is reconized nation-wide, unlike Peace Officer.

California City Fire Department

Fire Investigations / Arson Unit Operations

It shall be the policy of this Fire Department that all personnel will adhere to and follow the prescribed procedures and guidelines for use of force, weapons handling, officer safety, qualifications, and training as it pertains to those individuals involved in fire investigation and those authorized to carry firearms on duty. Personnel shall carry only that equipment authorized and/or issued or approved by the Fire Department. Only those control techniques and tactics for arrest procedures authorized and/or instructed by the Training Course Instructor or other authorized persons are permitted, excluding exigent circumstances.

The level of force utilized should be that level which is reasonably necessary to quickly, safely and humanely bring a resisting individual under physical control. Personnel should employ escalating and/or de-escalating force options in increments of increasing and/or decreasing severity in order to overcome and control a combative, resistive individual.

The Department shall maintain a use of force policy and train staff in its application. (Policy F405)

A. CARRYING FIREARMS

Members of the Fire Department who are assigned as a Fire / Arson Investigator or Peace Officer MAY be authorized by the Fire Chief to carry a firearm.

Open Carry shall only occur when the Investigator is in the role of an Arson Investigator or Law Enforcement Officer.

When not being carried (concealed or open carry) the firearm shall be stored in accordance with Policy F407b Security

Investigators are Peace Officers / Law Enforcement Officers (LEO's) and shall be authorized for conceal carry on and off duty (18 US CODE 926B) and shall be issued Department ID's that clearly states "CCW Approved" in red has the DOJ recommended language and is signed by the Fire Chief.

Conceal Carry makes deployment of a Firearm more difficult and often retention holsters are not used; therefore, when in an Active Investigative Role, the Officer should consider open Carry with the required less lethal option.

B. SECURITY

It is the responsibility of each Arson Investigator to secure their firearm while wearing, transporting and storing them. Open carry holsters should have thumb straps secured and/or tension springs adjusted in order to prevent dislodging the firearm during strenuous physical exertion. This is referred to as level II retention.

California City Fire Department

Fire Investigations / Arson Unit Operations

Conceal Carry, retention holsters may not be an option; therefore, the Officer shall utilize good judgement and not conceal carry when in another role or assigned to the Fire Engine.

The California City Fire Department will provide a lockable storage unit for the firearm in each unit that does not have a secured container (such as a trunk) . These lockable units will be for the exclusive use of the Division members and will be placed in vehicles used for arson only. Firearms, when not being carried on the person, shall be secured in a truck or locked container designed for such use.

Home security is the personal responsibility of each Task Force member and must be taken very seriously. Currently, California law mandates that firearms be kept in a locked condition where children are present. The type of storage locker(s) and/or trigger lock(s) will be a personal preference. It is strongly recommended that home safety be of paramount importance when firearms are introduced into the family setting.

C RESTRICTIVE USE AND DISPLAY OF FIREARMS

Firearms and other weapons shall be handled in a manner that clearly exhibits care for the safety of others and property with the recognition of the danger the weapon presents. Personnel are prohibited from engaging in "dry firing" in any public building or public place, except as part of a supervised training course. Investigators may draw and display their weapons during life threatening circumstances or where there exists the likelihood of serious injury. Where persons suspected of committing a felony are known or could be reasonably suspected to be in possession of a deadly weapon.

All weapons shall be empty of ammunition while stored in a fire facility; except for holstered duty weapons.

D. DEPLOYMENT IN ANTICIPATION OF COMMISSION OF A CRIME

The purpose of deploying investigators at the scene of a suspected crime is to arrest the suspected perpetrator of the attempted or consummated crime; however, since that objective is subordinate to the protection of life, investigators should not subject themselves or other innocent persons to unreasonable risk.

E. LESS LETHAL

Investigators shall be equipped and trained in the use of (1) option for less lethal force. When on patrol, such as Fireworks enforcement or pursuit of a subject, less lethal shall be carried. during times that the Firearm is carried for personal protection, such as; scene investigation and conceal carry (on or off duty) it may not be practical or possible to carry a less lethal option.

Less lethal use-of-force options in the Fire Department may include; Taser. OC Spray or Baton. Appropriate training must accompany the authorization to carry. Taser and OC require additional training besides the PC832a & b.

California City Fire Department

Fire Investigations / Arson Unit Operations

404.8 INVESTIGATION OF CONDUCT / USE OF FORCE

- INVESTIGATION OF USE OF FORCE

Investigation of any use of force by Arson Investigators shall be conducted by the City's Law Enforcement Agency or Kern County District Attorney.

Any personnel complaints generated from the Investigators actions in the role of Law Enforcement Officer shall be handled by the City's Law Enforcement Agency.

ACKNOWLEDGEMENT

Arson and Fire Investigators will be required to sign a position description (on file with HR) and policy acknowledgement; agreeing to abide by the terms of both or be subject to Section F 404.8 of this Policy.

404.9 SECTION TITLE

404.10 INVESTIGATOR RESPONSES - POLICY

Fire Department Arson Investigators have been given the authorization and responsibility to conduct fire investigations. Criteria for requesting Investigators will be established to provide appropriate responses and efficient operations.

404.10.1 PROCEDURE ON INVESTIGATIVE RESPONSIBILITY

- (a) California Fire Code Section 103.2.1.1, reads as follows: 103.2.1.1. The Fire Chief/designee shall be responsible for the administration and enforcement of this code. Under his direction, the Fire Department District shall enforce all ordinances, resolutions, and regulations of the California City Fire Department and laws of the State pertaining to: The investigation of the cause, origin, and circumstances of fire and unauthorized release of hazardous materials.
- (b) The responsibility for the investigation of fires is shared between the suppression unit, which has the primary responsibility for the area of origin of fire, and the Arson Unit Task Force. The Arson Unit Task Force is responsible for pursuing the prevention and prosecution of the crime of arson and other related fire offenses within its jurisdiction.
- (c) The Fire Department is responsible for the investigation of all types of fires and explosions.
- (d) Several factors must be considered when determining the appropriate resources and time required to complete a particular type of investigation. General and less complex fire incidents may require the Company Officer / Incident Commander to determine a basic fire cause and origin investigation.

California City Fire Department

Fire Investigations / Arson Unit Operations

- (e) Examples of general and less complex fire incidents may involve the following types of fires: brush/grass (Spot Fires), dumpsters, vehicles, and vacant structures, in the absence of casualties, suspect(s), witnesses and pertinent evidence. Ideally, Investigators should conduct complex fire investigations. Complex fire investigations generally consist of a comprehensive scene, field and follow-up investigation.

404.10.2 RESPONSE CRITERIA

- (a) A Fire Department District Arson Investigator shall be requested under the following circumstances:
 - 1. Any fire involving a potential hate crime
 - 2. Any Deaths or injury resulting from a fire incident
 - 3. Fire incidents involving a suspect or suspect information
 - 4. Explosions
 - 5. Fire bombings or attempted fire bombings Multiple arson fires, which may be related
 - 6. Incendiary fires in inhabited dwellings
 - 7. Fire incidents with dollar losses over \$25,000
 - 8. Fire incidents in public buildings, hospitals or care facilities
 - 9. Fire incidents, which exhibit the potential for liability.
 - 10. Any situation when the Duty Officer / Incident Commander determines a need for an investigator
 - 11. Any fire involving a church or place of worship or any religion
- (b) Investigators should be notified or contacted regarding any incendiary fire not listed above. Requests for the investigators shall follow the chain of command and must receive the Duty Officer, Chief or Incident Commander's approval. The on call Duty Officer or Incident Commander will facilitate investigator response through dispatch or direct contact.
- (c) If an Investigator is not available, the Company Officer / Incident Commander will be responsible for the determination of the fire cause and origin, and submission of a fire investigation report. If during the course of this investigation Duty Officer, Chief or IC determines that additional resources are needed the local Taskforce or State Fire Marshal shall be contacted through fire dispatch.
- (d) Adhering to the investigation team concept to complete any fire investigation is imperative the team concept is considered a priority when considering safety, efficiency, and overall quality of the investigation. When possible, a minimum of two recognized investigators should be requested to respond as a team to every fire incident.



City Council

Meeting Date: October 11th 2016

TO: Mayor and Council

FROM: Fire Chief Armstrong

Subject: Fire Department "Turnout" purchases

Background:

The Department's Capital Replacement Plan shows the need for the replacement of several sets of firefighter "turnouts" for the Fiscal Year 16/17. This purchase and need was budgeted in the Fire Suppression budget under Safety Equipment (451). Changes in personnel and some unanticipated damage to PPE have increased the need to 6 sets/pairs. We have also seen an increase in the cost of this equipment this year.

The replacement of turnouts reflects the age of current turnouts and a continued effort to supply every staff member with 2 sets (except the Chief/for cost savings). Old turnouts that are replaced (which are over 10 years old) are discarded while those under 10 years are handed down or placed in reserve. Based on seniority and who received the latest new sets, the Logistics Captain has developed a list of who will receive these 6 sets. The Fire budget was written with a small contingency for unanticipated needs in Purchase of Equipment (740).

The same style and brand will be ordered and Fisher Scientific is the regional distributor for Morning Pride (the Department's brand of turnouts).

Recommendation:

Council approves the purchase of 6 sets of turnouts as per attached quote from Fisher Scientific.

Fiscal Impact:

\$17,565.16 Total

\$10,000.00 from 19-4222-451 (Safety Equipment) BUDGETED

\$7,565.16 from 19-4222-740 (Purchase of Equipment)

The finance director has reviewed the staff report and finds the recommendation to be within the budget constraints of the Department.

Prepared By: Jeff Armstrong, Fire Chief on 10/5/2016

CC5.

Sales Quotation

Quote Nbr	Creation Date	Due Date	Page
6251-9301-85	09/07/2016		1 of 1
Payment Terms		Delivery Terms	
NET 30 DAYS		DESTINATION	
Valid To		Prepared By	
10/07/2016		SHIPLEY, CHRISTINE	
Customer Reference		Sales Representative	
QUOTE/10 SETS TURNOUT GEAR		EUGENIO FERRERA	
To place an order	Ph: 800-226-4732	Fx: 866-897-9946	
Submitted To:		Customer Account: 917105-002	
JACK WALTERS JWALTERS@CALCITYFIRE.US 760-373-4841		CALIFORNIA CITY FIRE DEPT 20890 HACIENDA BLVD CALIFORNIA CITY CA 93505-2800 ATTN: CAPT JACK WALTERS	



FISHER SAFETY
3970 JOHNS CREEK COURT
SUITE 500
SUWANEE GA 30024-1297

PLEASE REFER TO THE QUOTE NUMBER ON ALL CORRESPONDENCE

THANK YOU FOR YOUR INTEREST IN FISHER SCIENTIFIC COMPANY LLC

FOR COMPLETE TERMS AND CONDITIONS VISIT OUR WEBSITE AT

www.fishersci.com/salesterms

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	6	EA	NON-CATALOG	LTO34B3 COAT YELLOW-CA CITY Vendor Catalog # CACALF00023	1,634.01	9,804.06
2	6	PR	NON-CATALOG	LTO34B3 PANTS YELLOW-CA CITY Vendor Catalog # CACALF0024	1,089.27	6,535.62
MERCHANDISE TOTAL						16,339.68
Estimated Sales Tax						1,225.48
TOTAL						17,565.16

NOTES:

DELIVERY: 30-45 DAYS ARO.

Returns are subject to manufacturer terms and conditions.

We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>

CITY COUNCIL

October 11, 2016

TO: Mayor and City Council

FROM: Jason B. Williams, Acting Finance Director

SUBJECT: Presentation of FY 2014-15 Single Audit Report Prepared by Moss, Levy & Hartzheim, Certified Public Accountants.

BACKGROUND:

When a federal agency gives out grants, they determine specific requirements they believe are important for recipients to meet to ensure the successful management of the program and alignment with the legislative intent of the program. The primary source of determining federal program requirements can be found in the OMB Circular A-133.

For fiscal years ending on or before December 15, 2015, when a recipient expends more than \$500,000 in federal funds in a given fiscal year, they are subject to a Single Audit in accordance with OMB A-133, to ensure they are materially in compliance with the federal programs' requirements for how the money can be used. For future fiscal years ending after December 15, 2015, an entity will be subject to a Single Audit if it expends more than \$750,000 in federal funds in a given fiscal year.

Auditors use a variety of means to obtain the evidence they need to provide reasonable assurance that an entity is in compliance with federal grant requirements. With an emphasis placed upon internal control, there are 14 compliance requirements that an auditor will consider, depending on the federal program requirements. They are as follows:

- 1) Allowable Activities
- 2) Allowable Costs
- 3) Cash Management
- 4) Davis-Bacon Act (construction contract requirement)
- 5) Eligibility
- 6) Equipment and Real Property Management
- 7) Matching Level of Effort, Earmarking
- 8) Period of Availability of Federal Funds
- 9) Procurement and Suspension and Debarment
- 10) Program Income
- 11) Real Property Acquisition and Relocation Assistance
- 12) Reporting
- 13) Subrecipient Monitoring
- 14) Special Tests and Provisions

California City Single Audit Requirement:

During the fiscal year ending June 30, 2015, the City of California City expended a total of \$1,228,194 in federal awards (see Single Audit page 6). ***Thus, we were subject to a Single Audit for FY14-15.***

Audit Opinions:

At the conclusion of the audit, the auditor renders an opinion on compliance for each of the City's major federal programs. There are generally three types of audit opinions that auditors may render on the compliance for the major federal programs which are:

- **Unmodified Opinion** – Independent auditors' judgment that an entity is compliant, in all material respects with the types of compliance requirements that could have a direct or material effect on each of its major federal programs.
- **Qualified Opinion** – a. Independent auditors' judgment that, while an entity is compliant, in all material respects with the types of compliance requirements that could have a direct or material effect on each of its major federal programs, there were instances of non-compliance which are disclosed in the accompanying schedule of findings and questioned costs.
- **Adverse Opinion** - Independent auditors' judgment that an entity is non-compliant, in all material respects with the types of compliance requirements that could have a direct or material effect on each of its major federal programs.

Highlights of FY 2014-15 Audit (See Attached Audit Report):

- **Audit Opinion** - The City's auditor has rendered an unmodified opinion, that the City is compliant, in all material respects with the types of compliance requirements that could have a direct or material effect on each of its major federal programs (see page 3 of Single Audit Report).
- **Internal Control over major programs:**
 - No material weaknesses or significant deficiencies were identified (See Schedule of Findings and Questioned Costs, p.8).
- **Audit findings disclosed:**
 - The City did not file their Single Audit Report with the Federal Audit Clearinghouse (FAC) by the earlier of 9 months after the end of the fiscal year (March 31, 2016) or 30 days after the issuance of the audit report
 - ***Note: The City filed their single audit report on October 5, 2016 and it was accepted on October 6, 2016.***

RECOMMENDATION:

For the City Council to receive and file report.

FISCAL IMPACT:

None.

ENVIRONMENTAL ACTION:

None.

CITY OF CALIFORNIA CITY

SINGLE AUDIT REPORT

For the Fiscal Year Ended June 30, 2015

City of California City

Single Audit Report

For the Fiscal Year Ended June 30, 2015

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MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

To the Honorable Mayor and Members of the City Council
of the City of California City
California City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of California City (City), California, as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated August 16, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies (Finding #2015-01 through #2015-10).

Compliance and Other Matters

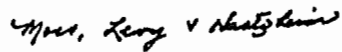
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as Finding #2015-10. We noted certain other matters that we reported to management of the City, in a separate letter dated August 16, 2016.

City of California City's Response to Finding

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Moss, Levy & Hartzheim, LLP
Culver City, California
August 16, 2016



MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Honorable Mayor and Members of the City Council
of the City of California City
California City, California

Report on Compliance for Each Major Federal Program

We have audited the City of California City's (City) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on the City's major federal program for the fiscal year ended June 30, 2015. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City of California City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the fiscal year ended June 30, 2015.

Other Matters

The results of our auditing procedures disclosed one instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item #2015-11. Our opinion on the major federal program is not modified with respect to this matter.

The City's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of California City as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated August 16, 2016, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements taken as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Moss, Levy & Hartzheim

Moss, Levy & Hartzheim, LLP
Culver City, California
August 16, 2016

City of California City
 Single Audit Report
 Schedule of Expenditures of Federal Awards
 For the Fiscal Year Ended June 30, 2015

Federal Grantor/ Pass-Through Grantor Program Title	Federal CFDA Number	Entity or Pass-Through Entity ID Number	Federal Expenditures
U.S. Department of Housing and Urban Development:			
<i>Passed through Programs From:</i>			
<i>County of Kern:</i>			
Community Development Block Grant	14.218	13.13.1	\$ 6,789
Total U.S. Department of Housing and Urban Development			<u>6,789</u>
U.S. Department of Transportation:			
<i>Direct Programs:</i>			
Airport Improvement Program	20.106	3-06-0341-015-2014	268,624 #
Airport Improvement Program	20.106	3-06-0341-016-2015	72,877 #
<i>Passed through Programs From:</i>			
<i>State of California - Department of Transportation:</i>			
Highway Planning and Construction	20.205	CML 5399(022)	249,851 #
Highway Planning and Construction	20.205	HSIPL 5399(017)	391,693 #
Highway Planning and Construction	20.205	STPL 5399(021)	<u>238,360 #</u>
Total U.S. Department of Transportation			<u>1,221,405</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$ 1,228,194</u></u>

Denotes major federal award program

See accompanying notes to schedule of expenditures of federal awards.

City of California City

Single Audit Report

Notes to the Schedule of Expenditures of Federal Awards

For the Fiscal Year Ended June 30, 2015

1. REPORTING ENTITY

The financial reporting entity consists of the primary government, City of California City, California.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

Funds received under the various grant programs have been recorded within the special revenue funds and enterprise funds of the City. The City utilizes the modified accrual method of accounting for the special revenue funds and the full accrual method of accounting for the enterprise funds. The accompanying Schedule of Expenditures of Federal Awards (Schedule) has been prepared accordingly.

Schedule of Expenditures of Federal Awards

The accompanying schedule presents the activity of all federal financial assistance programs of the City. Federal financial assistance received directly from federal agencies as well as federal financial assistance passed through the State of California and the County of Kern.

The schedule was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

3. PROGRAM DESCRIPTIONS

U. S. Department of Housing and Urban Development

Community Development Block Grant (CDBG)

The Community Development Block Grant (CDBG) Program was authorized under Title I of the Housing and Community Development Act of 1974. The primary objective of the CDBG Program is the development of viable urban communities, including adequate housing, a suitable living environment, and expansion of economic opportunities principally for persons of low to moderate income. Under this program, the Department of Housing and Urban Development (HUD) distributes funds based upon approved applications to eligible local governmental units for the purpose of community improvement and betterment. The City uses CDBG funds to finance a comprehensive home improvement program that assists low and moderate income residents through low interest subsidies and deferred loans.

U.S. Department of Transportation

Airport Improvement Program

The objective of this grant is to assist sponsors, owners, or operators of public-use airports in the development of a nationwide system of airports adequate to meet the needs of civil aeronautics. The purpose of the law includes the investment in transportation, environmental protection, and airport infrastructure that will provide long-term economic benefits.

Highway Planning and Construction

The objectives of this grant is to assist state transportation agencies in the planning and development of an integrated, interconnected transportation system important to interstate commerce and travel by constructing and rehabilitating the National Highway System (NHS), including the Eisenhower Interstate System; to provide for transportation improvements to most other public roads; to provide aid for the repair of federal-aid highways following disasters; to foster safe highway design; to replace or rehabilitate deficient or obsolete bridges; and to provide for other special purposes.

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ Yes X No

Significant deficiency(ies) identified not considered to be material weaknesses?

 X Yes _____ None reported

Noncompliance material to financial statements noted?

 X Yes _____ No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

_____ Yes X No

Significant deficiency(ies) identified not considered to be material weaknesses?

_____ Yes X None reported

Type of auditor’s report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section 510 (a)

 X Yes _____ No

Identification of major programs:

CFDA Number

Name of Federal Program or Cluster

20.106

Airport Improvement Program

20.205

Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 300,000

Auditee qualified as low-risk auditee:

_____ Yes X No

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section II – Finding – Financial Statement Audit

2015-01 Finding – Adjustments Detected by the Audit Process:

During our fieldwork, we noted that there were material adjustments detected by the audit process (capital lease, investments, unearned revenue, prepaid expenses, and capital assets).

Effect:

Adjustments detected by the audit process indicated that there are weaknesses in the City's internal control structure and closing process, which increases the risk of material misstatement.

Recommendation:

We recommend that efforts be made by the City to enhance closing procedures.

Management's Response:

It should be noted that the audit report for FY14 was issued in October 2015, which was after the end of FY15, therefore there was no opportunity to correct the FY14 finding (2014-01) carried over into this year as 2015-01 before the end of FY15. However, in response to Finding, we prepared an Accounting Policies and Procedures Manual (APPM), which was approved by City Council in January 2016. Within the APPM, there are a definite set of closing procedures which we are implementing in closing FY 15-16.

2015-02 Finding – Capital Asset Impairment:

During our audit fieldwork, we noted that the City has not performed an assessment of impairment on its capital assets.

Effect:

The City may be overstating capital assets and/or assuming liability and paying for liability insurance for impaired assets. Also the carrying amount may be overstated based on value.

Recommendation:

We recommend that the City review capital assets for an assessment of impairment on an annual basis or more often and obtain an evaluation of assets at least once a year.

Management's response:

We will review capital assets once per year to determine if there are any deletions as well as any impairments and adjust them to the lower of carrying or fair value.

2015-03 Finding – Payroll Discrepancies:

During the test of internal controls over payroll, we noted the following:

- a. The employee processing payroll also has the ability to change employees' wage rates.
- b. There is no review of the City Manager's leave request/statement.
- c. One timesheet did not reconcile to the payroll register's hours.
- d. Two employees were accruing compensated leave at incorrect accrual rates.

Effect:

- a. A misappropriation of funds could occur and go undetected if the payroll person is able to change rates.
- b. Without a review of the City Manager's leave request/statement, compensated leave could be misused, which could result in an incorrect payout amount at termination.
- c. Timesheets that do not reconcile to the payroll register indicate that an employee could have been incorrectly compensated.
- d. Employees who accrue incorrect compensated leave could be over/under compensated at termination.

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section II – Finding – Financial Statement Audit (Continued)

Recommendation:

- a. The rates should be changed by someone other than the person processing payroll and verified.
- b. The City Manager's leave request/statement should be reviewed by a responsible employee.
- c. Timesheets should reconcile to the payroll registers, and if not, a notation on why they don't.
- d. Employee accrual rates should be reviewed on a regular basis, to ensure compliance with Memorandums of Understanding and other employment agreements.

Management's response:

- a. We will adjust the our accounting software to only allow a responsible member of management (e.g. Finance Director) to make changes to employee rates.
- b. The Mayor will review the City Manager's leave statement to ensure accuracy.
- c. The Finance Director will review the payroll register prior to checks being issued and reconcile a sample of timecards to ensure accuracy.
- d. Once it was noted to us that those two employees were accruing at the improper rates, Rudy Hernandez, Finance Director at the time, instructed the payroll clerk to make those changes, which changes were made immediately.

2015-04 Finding – Building Permit Fees:

During our test of receipts and billings, it was noted that one building permit was calculated incorrectly.

Effect:

This permit's fees were not charged correctly in accordance with the Council approved fee schedule.

Recommendation:

All building permit fees should be calculated according to the Council approved fee schedule.

Management's response:

It should be noted that the audit report for FY14 was issued in October 2015, which was after the end of FY15, therefore there was no opportunity to correct the FY14 finding (2014-06) carried over into this year as 2015-04 before the end of FY15. However, once the discrepancy was brought to our attention we immediately updated all rates within our system to reflect the Council approved fee schedule.

2015-05 Finding – Lack of Controls over Receipts and Deposits:

During our test of receipts and billings, we noted that two OHV permit receipts were not deposited in a timely manner.

Effect:

The lack of timely deposits of cash receipts increases the risk of misappropriation of deposits.

Recommendation:

We recommend deposits are made daily or in a timely manner.

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section II – Finding – Financial Statement Audit (Continued)

Management's response:

We will ensure all OHV deposits come to City Hall within 2 business days of receipt. It should be noted however that once received at City Hall, the Treasurer physically counts the money to ensure accuracy and deposits the money in the bank no later than the following business day.

2015-06 Finding – Lack of documentation and/or verification of golf course operations:

During our audit, we noted that there is no supporting documentation submitted to the City when the golf course operators submit revenue/expense reports. Also, the City has not conducted an internal or external audit on the golf course operations since 2010, to ensure compliance with the City's operating agreement.

Effect:

The City may not be receiving the correct amount due to them.

Recommendation:

We recommend that the City require supporting documentation for all expenses incurred by the golf course operators and that an audit be conducted to ensure compliance with the City's operating agreement.

Management's response:

It should be noted that this is something that the City brought to the attention of the auditors; per discussion with and recommendation of the auditors, the City has required supporting documentation from the golf course operators on a quarterly basis for all of FY 15-16 and will continue to do so in FY16-17 and beyond. Once received, the City Accountant vouches the claimed expenditures with the supporting documentation prior to issuing the quarterly reimbursement per the City's operating agreement with the golf course operator.

2015-07 Finding – Excessive bills for cellular phone services:

During our audit, we noted numerous phone bills that had overages due to excessive texts and one bill contained international calling charges.

Effect:

The City is incurring unnecessary costs.

Recommendation:

We recommend that the City require all employees to reimburse the City for any overages or international calling charges if not for City business.

Management's response:

This finding for excessive texts and international calls was something for which remedial action was taken based on a monthly review of the phone bills, not based on the finding noted here. That is, through a monthly review of the bills, the person responsible for the excessive texts and international calls was caught, reprimanded, and had his phone confiscated.

2015-08 Finding – Lack of approval signatures on paid invoices:

During our test of cash disbursements, we noted that 3 paid invoices did not have approval signatures or lacked an authorized signature.

Effect:

The City is paying invoices without proper approval.

Recommendation:

We recommend that the City require all paid invoices to be approved by authorized signers.

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section II – Finding – Financial Statement Audit (Continued)

Management's response:

Up until the issuance of the FY 14 Audit in October 2015, there were no official policies and procedures in place. Once the Audit was issued, we quickly moved to prepare an Accounting Policies and Procedures Manual which was approved in January 2016. Since then it has been implemented and consistently followed.

2015-09 Finding – Checks issued out of sequence:

During our audit, we noted that checks issued out of the Bank of Sierra Successor Agency checking account appear to have been issued out of order (check #s 1125-1128 were issued after #1129).

Effect:

The Successor Agency issued checks out of sequence, which makes it difficult when reconciling the bank account and difficult to account for all of the checks.

Recommendation:

We recommend that all checks be issued in sequence, for proper controls.

Management's response:

We will ensure that all checks issued by the Successor Agency are in the proper sequence.

2015-10 Finding – Noncompliance with the City's Investment Policy:

During our audit, we noted that the City is noncompliant with the City's investment policy in regards to money market funds not exceeding 20% of their investment portfolio.

Effect:

The City is not in compliance.

Recommendation:

We recommend that the City become compliant with the City's Investment Policy or modify the Investment Policy.

Management's response:

We will discuss with our broker why more than 20% of the City's funds were moved into money market funds and determine what the appropriate percentage of the City's investment portfolio should be in money market funds. We will then modify our Investment Policy accordingly.

Section III – Findings and Questioned Costs – Major Federal Award Program Audit

2015-11 Finding – Single audit report was not filed within 9 months after the end of the fiscal year:

Programs: U.S. Department of Transportation – Airport Improvement Program and U.S. Department of Transportation – Passed through from the State of California
Department of Transportation – Highway Planning and Construction – CFDA #s 20.106 and 20.205, respectively

The City did not file the 2015 Single Audit Report within 9 months after the end of the fiscal year.

CITY OF CALIFORNIA CITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

**Section III – Findings and Questioned Costs – Major Federal Award Program Audit
(Continued)**

Criteria:

OMB Circular A-133 Section .320 requires entities to file their Single Audit Report within the earlier of 9 months after the end of the fiscal year or 30 days after issuance of the auditor's report.

Effect:

The City is not in compliance with OMB-Circular A-133 requirements.

Questioned Costs:

Not Applicable

Recommendation:

We recommend that the City file the Single Audit Report at the latest within 9 months after each fiscal year.

Management's Response:

We will file the Single Audit Report within 9 months after each fiscal year.

CITY OF CALIFORNIA CITY
STATUS OF PRIOR YEAR'S FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Section IV – Status of Prior Year Findings and Questioned Costs

A single audit report was not required for the fiscal year ended June 30, 2014.

City Council

Meeting Date: October 11, 2016

TO: Mayor and Council

FROM: Director Matthew Constantine, Kern County Public Health Services Dept.

SUBJECT: Presentation on three Kern County Ordinances that the County would like California City to adopt by reference.

BACKGROUND

The following ordinances were previously adopted by Kern County.

- 1) Ordinance relating to prohibition of the possession, sale, and distribution of certain intoxicating chemical compounds know as synthetic drugs.
- 2) Food Safety Education
- 3) Amendment to Tobacco Retail Permit Program

See attached ordinances

RECOMMENDATION

Council discuss and adopt by reference

FISCAL IMPACT: None

NBI

#1

OFFICE OF THE
COUNTY COUNSEL
COUNTY OF KERN

THERESA A. GOLDNER
COUNTY COUNSEL

MARK L. NATIONS
ASSISTANT COUNTY COUNSEL

CHIEF DEPUTIES

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ELIZABETH M. GIESICK
JERRI S. BRADLEY
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MARSHALL S. FONTES
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Board of Legal Specialization

+Certified Child Welfare Law Specialist
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November 3, 2015

Board of Supervisors
County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PUBLIC HEARING ON PROPOSED ORDINANCE AMENDING
SECTION 9.44.090 OF CHAPTER 9.44, TITLE 9, OF THE
ORDINANCE CODE CONCERNING PSYCHOACTIVE BATH
SALTS, PSYCHOACTIVE HERBAL INCENSE (SPICE), AND
OTHER SYNTHETIC DRUGS
(Fiscal Impact: None)**

On September 1, 2015, your Board adopted Chapter 9.44, Title 9, of the Ordinance Code concerning Psychoactive Bath Salts, Psychoactive Herbal Incense (Spice), and other synthetic drugs. The Ordinance became effective on October 2, 2015. At the request of the Director of Public Health Services Department, the enforcing agency of Chapter 9.44, this Office proposes that the Board make the attached revisions to improve enforcement of this Chapter.

Section 9.44.090 provides, in pertinent part,

If a person violates any provision of this Chapter, such violation shall be grounds for, in addition to any other enforcement action or remedy authorized by this Code or other law, modification, suspension, or revocation of any permit, license, or other grant of authority by the County issued to the person. . . .

Because the Director of Public Health Services is tasked with enforcement of this Chapter, and due to the type of entities generally engaged in the sale of synthetic drugs, it reasons that most licenses or

Board of Supervisors
November 3, 2015
Page 2

permits in question will be those issued by Public Health Services. Section 9.44.090 leaves to the discretion of the Director of Public Health, or his designee, whether to modify, suspend or revoke any permit or license issued by Public Health Services, and how long such modification, suspension or revocation will be.


Due to the potential serious health risks associated with violations of this Chapter, in order to protect the public health and safety within the unincorporated areas, and to place persons who violate this Chapter on clear notice as to what will happen to any license or permit issued by Public Health Services, it is requested that Section 9.44.090 be amended to include that: 1) sanctions for a first violation will be a thirty (30) day suspension of any license or permit issued by Public Health Services; and 2) sanctions for a second violation will be revocation of any license or permit issued by Public Health Services.

This is not a project subject to the requirements of the California Environmental Quality Act (CEQA). In the event it is determined to be a project, such project would be exempt from further CEQA review pursuant to sections 15061(b)(2), 15061(b)(3) and 15321 of the State CEQA Guidelines.

Therefore, IT IS RECOMMENDED that your Board open public hearing; receive public comment; close public hearing; make finding the Ordinance is not a project subject to requirements of CEQA and if determined to be a project it is exempt from further CEQA review pursuant to sections 15061(b)(2), 15061(b)(3), and 15321 of the State CEQA Guidelines; waive reading; and, enact Ordinance.

Very truly yours,

OFFICE OF COUNTY COUNSEL



THERESA A. GOLDNER
KERN COUNTY COUNSEL

cc: County Administrative Office
Clerk of the Board
Public Health Services Department

TAG/klg

#22C7653

ORDINANCE NO. G-_____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF KERN ADDING CHAPTER 9.44 TO TITLE 9 OF
THE ORDINANCE CODE CONCERNING PSYCHOACTIVE
BATH SALTS, PSYCHOACTIVE HERBAL INCENSE (SPICE),
AND OTHER SYNTHETIC DRUGS**

The following ordinance, consisting of two (2) sections, was regularly passed and adopted by the Board of Supervisors at a regular meeting held on the ____ day of _____, 2015, by the following vote:

AYES:
NOES:
ABSENT:

Chairman of the Board of Supervisors of
the County of Kern, State of California

(SEAL)
ATTEST:

KATHLEEN KRAUSE
Clerk of the Board of Supervisors

By _____, Deputy Clerk

THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN ORDAIN AS
FOLLOWS:

Section 1. This ordinance shall be published in accordance with Government Code section 25124 and it shall take effect and be in full force on and after the ____ day of _____, 2015.

Section 2. Chapter 9.44 is added to Title 9 of the Ordinance Code as follows:

**Chapter 9.44
PSYCHOACTIVE BATH SALTS, PSYCHOACTIVE HERBAL
INCENSE (SPICE), AND OTHER SYNTHETIC DRUGS**

**9.44.010 Purpose and Intent
9.44.020 Definitions**

9.44.030	Legislative History and Findings
9.44.040	Provision, Display for Sale, Sell, Distribution, or Possession with Intent to Sell, of Synthetic Drugs - Prohibited
9.44.050	Provision, Display for Sale, Sell, Distribution, or Possession with Intent to Sell, of Substances Claimed or Represented To Be Synthetic Drugs - Prohibited
9.44.060	Possession or Use of Synthetic Drugs - Prohibited
9.44.070	Declaration of Public Nuisance
9.44.080	Abatement Authority and Procedures; Summary Abatement; Other Remedies
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9.44.120	Authority to Administer and Enforce
9.44.130	Exclusions
9.44.140	Severability

9.44.010 Purpose and Intent

Recreational or other use of psychoactive bath salts, psychoactive herbal incense (commonly referred to as "Spice" or "Synthetic Marijuana") and similar products commonly known as "synthetic drugs" has been documented to cause hallucinations, agitation, psychosis, aggression, suicidal and homicidal thoughts, and death. While state and federal laws and regulations prohibit some synthetic drugs, the makers of these drugs continually alter the composition of the compounds in their products so as to escape the purview of such laws and regulations. The purpose and intent of this Chapter is to protect the public health and safety within the unincorporated areas of the County of Kern from the dangers and ill effects of all synthetic drugs by declaring certain activities involving synthetic drugs to be a public nuisance and subject to all available civil remedies and, to provide the County of Kern with reasonable measure to address the dangers to the community posed by synthetic drugs that are not regulated by state or federal law.

9.44.020 Definitions

- (a) Consume, Consuming or Consumption - To ingest, inhale, inject, smoke or snort (insufflate).
- (b) Distribute, Distributing or Distribution - To furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.
- (c) Person - Includes any natural person, business, firm, company, corporation, public corporation, club, trust, partnership, association or similar organization.
- (d) Possess, Possessing or Possession - To have for consumption, distribution, or sale in one's actual or constructive custody or control, or under one's authority or power, whether such custody, control, authority or power be exercised solely or jointly with others.
- (e) Provide, Providing or Provision - Offering to distribute or sell a product or substance to any person, whether or not for monetary gain.
- (f) Psychoactive Bath Salts - Any crystalline or powder product that contains a synthetic chemical compound that, when consumed, elicits psychoactive or psychotropic stimulant effects. The term psychoactive bath salts includes, without limitation:
 - (1) Products that elicit psychoactive or psychotropic stimulant effects and contain any of the following intoxicating chemical compounds:
 - (i) Cathinone (2-amino-1-phenyl-1-propanone), 4-methylmethcathinone (2-methylamino-1-(4-methylphenyl)propan-1-one), 4-

methoxymethcathinone (1-(4-methoxyphenyl)-2-(methylamino)propan-1-one), MDPV (methylenedioxypropylamphetamine), MDMA (3, 4-methylenedioxy-N-methylamphetamine), methylene (3,4-methylenedioxy-N-methylcathinone), methcathinone (2-(methylamino)-1-phenyl-propan-1-one), flephedrone (4-fluoromethcathinone), 3-FMC (3-fluoromethcathinone), ethcathinone (2-ethylamino-1-phenyl-propan-1-one), butylone (13-keto-N-methylbenzodioxolylbutanamine), a-PPP (a-pyrrolidinopropiophenone), MPPP (4'-methyl-a-pyrrolidinopropiophenone), MDPPP (3',4'-methylenedioxy-a-pyrrolidinopropiophenone), a-PVP (1-phenyl-2-(1-pyrrolidinyl)-1-pentanone) or naphyrone (1-naphthalen-2-yl-2-pyrrolidin-1-ylpentan-1-one);

(ii) Any derivative of the above listed intoxicating chemical compounds;

(iii) Any synthetic substance and its isomers with a chemical structure similar to the above listed compounds;

(iv) Any chemical alteration of the above listed intoxicating chemical compounds; or

(v) Any other substantially similar chemical structure or compound.

(2) Products that elicit psychoactive or psychotropic stimulant effects and are marketed under any of the following trade names: Bliss, Blizzard, Blue Silk, Bonzai Grow, Charge Plus, Charlie, Cloud Nine, Euphoria, Hurricane, Ivory Snow, Ivory Wave, Lunar Wave, Ocean, Ocean Burst, Pixie Dust, Posh, Pure Ivory, Purple Wave, Red Dove, Scarface, Snow Leopard, Stardust, Vanilla Sky, White Dove, White Night and White Lightning. This list of names is not all inclusive and is intended only as a guide which is contemporaneous with passage of this Chapter. It is in no way intended to limit enforcement of these provisions to the trade names listed herein.

(3) The term psychoactive bath salts shall not include any product, substance, material, compound, mixture or preparation that is specifically excepted by the California Uniform Controlled Substances Act ("UCSA") (California Health and Safety Code section 11000 et seq.), listed in one of the UCSA's schedules of controlled substances (California Health and Safety Code sections 11053 – 11058), regulated by one of the UCSA's synthetic drug laws (California Health and Safety Code sections 11357.5, 11375.5, 11401), regulated by the federal Controlled Substances Act (the "CSA") (21 USC section 801 et seq.) or approved by the Food and Drug Administration ("FDA").

(g) Psychoactive Herbal Incense (aka "Spice" or "Synthetic Marijuana") - Any organic product consisting of plant material that contains a synthetic stimulant compound that, when consumed, elicits psychoactive or psychotropic euphoric effects. The term "psychoactive herbal incense" includes, without limitation:

(1) Products that elicit psychoactive or psychotropic euphoric effects and contain any of the following chemical compounds:

(i) Cannabicyclohexanol (2-[(1R,3S)-3-hydroxycyclohexyl]-5-(2-methylnonan-2-yl)phenol), JWH-018 (naphthalene-1-yl-(1-pentylindol-3-yl)methanone), JWH-073 (naphthalen-1-yl-(1-butylindol-3-yl)methanone), JWH-200 ((1-(2-morpholin-4-ylethyl)indol-2-yl)-naphthalen-1-ylmethanone), HU-210 ((6aR,10aR)-9-(hydroxymethyl)-6,6-dimethyl-3-(2-methyloctan-2-yl)-6a,7,10,10a-tetrahydrobenzo [c]chromen-1-ol), CP 47, 497 (2-[(1R,3S)-3-hydroxycyclohexyl]-5-(2-methyloctan-2-yl)phenol) CP 47,497 (2-[(1R,3S)-3-hydroxycyclohexyl]-5-(2-methyloctan-2-yl)phenol) or AM-2201 (1-[(5-fluoropentyl)-1H-indol-3-yl]-naphthalen-1-yl)methanone);

(ii) Any derivative of the above listed intoxicating chemical compounds;

(iii) Any synthetic substance and its isomers with a chemical structure similar to the above listed intoxicating chemical compounds;

(iv) Any chemical alteration of the above listed intoxicating chemical compounds; or

- (v) Any other substantially similar chemical structure or compound.
- (2) Products that elicit psychoactive or psychotropic euphoric effects and are marketed under any of the following names: K2, K3, Spice, Genie, Smoke, Potpourri, Buzz, Spice 99, Voodoo, Pulse, Hush, Mystery, Earthquake, Stinger, Ocean Blue, Serenity, Fake Weed, No More Mr. Nice Guy and Black Mamba. This list of names is not all inclusive and is intended only as a guide which is contemporaneous with passage of this Chapter. It is in no way intended to limit enforcement of these provisions to the trade names listed herein.
- (3) The term psychoactive herbal incense shall not include any product, substance, material, compound, mixture, or preparation that is specifically excepted by the UCSA (California Health and Safety Code section 11000 et seq.), listed in one of the UCSA's schedules of controlled substances (California Health and Safety Code sections 11053 – 11058), regulated by one of the UCSA's synthetic drug laws (California Health and Safety Code sections 11357.5, 11375.5, 11401), regulated by the CSA (21 USC section 801 et seq.) or approved by the FDA.
- (h) Psychoactive Or Psychotropic Euphoric Effects - Affecting the central nervous system or brain function to change perception, mood, consciousness, cognition or behavior in ways that are similar to the effects of cannabis.
- (i) Psychoactive or Psychotropic Stimulant Effects - Affecting the central nervous system or brain function to change perception, mood, consciousness, cognition or behavior in ways that are similar to the effects of cocaine, methylphenidate or amphetamines.
- (j) Sell, Selling or Sale - To furnish, exchange, transfer, deliver or supply for monetary gain.
- (k) Synthetic Drug - Includes "psychoactive bath salts" and "psychoactive herbal incense", as those terms are defined herein.

9.44.030 Legislative History and Findings

(a) On October 9, 2011, Health and Safety Code section 11375.5 was enacted criminalizing the sale, distribution and possession for sale or distribution of psychoactive synthetic stimulants commonly sold as "bath salts." On January 1, 2012, Health and Safety Code section 11357.5 became effective, criminalizing the sale, distribution and possession for sale or distribution of "synthetic cannabinoids" commonly marketed as "herbal incense" or "Spice." These laws are aimed at combating the growing popularity and dangerous health risks of these "designer drugs." As of the time of enactment of this Ordinance, pending legislation seeks to also criminalize the personal use or possession of these synthetic drugs.

(b) Psychoactive Bath Salts - "Bath Salts" products contain synthetic stimulants in a class of drugs known as synthetic cathinones, including MDPV, Mephedrone and Methyone. These cathinone derivatives have effects similar to cocaine, amphetamine or MDMA (Ecstasy), and may have a high risk for overdose. Doctors at poison centers and emergency rooms have reported the drug can cause paranoia and violent behavior, hallucinations, delusions, suicidal thoughts, seizures, panic attacks, increased blood pressure and heart rate, chest pain, nausea and vomiting. According to the American Association of Poison Control Centers, in 2015, through June 30, poison centers received reports of 267 exposures to bath salts. While this number is decreasing from reported exposures in 2011 of 6,138, in 2012 of 2,691 and in 2013 of 995, the numbers have remained steady since 2014 which had 582 reported exposures. The drug seems to be most popular with people who are between the ages of 20 and 29. However, poison centers have seen bath salts exposures in a wide range of ages, from younger than 6 to older than 59. The drugs come in powder and crystal forms like traditional bath salts – however, they are not the bath salts used in a bath. Users typically snort, inject or smoke them.

(c) Psychoactive Herbal Incense (aka "Spice" or "Synthetic Marijuana") - "Herbal Incense" products are most commonly a combustible leafy plant material that has been sprayed with research chemicals called synthetic cannabinoids. While synthetic cannabinoids

and natural marijuana act on the body's natural cannabinoid receptors, synthetic cannabinoids are not marijuana. Research and anecdotal reports show that synthetic cannabinoids produce dangerous symptoms not normally associated with marijuana. Making matters worse, synthetic cannabinoids may be combined with other toxic substances. Emergency room physicians report that users of these products experience serious side effects, including severe agitation and anxiety; disorientation, fast, racing heartbeat and higher blood pressure; nausea and vomiting; convulsions, muscle spasms, seizures, and tremors; intense hallucinations and psychotic episodes; suicidal and other harmful thoughts and/or actions. According to the American Association of Poison Control Centers, in 2015 (through July 6), poison centers received reports of 4,377 exposures to synthetic marijuana. While it appeared reports of exposures were beginning to decline in 2012, the number of exposures has risen since 2014. In 2010, there were 2,906 reported exposures; in 2011, there were 6,959 reported exposures; in 2012, there were 5,230 reported exposures; in 2013, there were 2,668 reported exposures; and, in 2014, there were 3,682 reported exposures. These products typically appear as packaged dried plant product or leaves, and are sold at gas stations, liquor stores, convenient stores, smoke shops, or on the Internet. While they sometimes have warning labels against human consumption, they are intended specifically for that use.

9.44.040 Provision, Display for Sale, Sell, Distribution, or Possession with Intent to Sell, of Synthetic Drugs - Prohibited

(a) It is unlawful for any person to provide, display for sale, sell or distribute, or possess with the intent to sell, any synthetic drug within the unincorporated areas of the County of Kern.

(b) Including a disclaimer in any form or in any location that a synthetic drug is "not safe for human consumption", or any similar disclaimer, will not avoid the application of this section.

9.44.050 Provision, Display for Sale, Sell or Distribution, or Possession with Intent to Sell, of Substances Claimed or Represented To Be Synthetic Drugs - Prohibited

(a) It is unlawful for any person to claim or represent that a product that person is providing, displaying for sale, selling or distributing, or possessing with the intent of selling, is a synthetic drug within the unincorporated areas of the County of Kern.

(b) To determine if a person is claiming or representing that a product is a synthetic drug, an enforcing official or officer may consider any of the following evidentiary factors:

(1) The product is not suitable for its marketed use (such as a crystalline or powder product being marketed as "glass cleaner");

(2) The business providing, displaying for sale, distributing or selling the product does not typically provide, distribute or sell products that are used for that product's marketed use (such as a liquor store selling "plant food");

(3) The product contains a warning label that is not typically present on products that are used for that product's marketed use (such as "not for human consumption", "not for purchase by minors", or "does not contain chemicals banned by Health And Safety Code section 11357.5");

(4) The product is significantly more expensive than products that are used for that product's marketed use (such as half of a gram of a substance marketed as "glass cleaner" costing \$50.00);

(5) The product resembles an illicit street drug (such as cocaine, methamphetamine or marijuana); or

(6) The product's name or packaging uses images or slang referencing an illicit street drug (such as "Eight Ballz" or "Green Buddha").

(c) Including a disclaimer in any form or in any location that a synthetic drug is "not safe for human consumption", or any similar disclaimer, will not avoid the application of this section.

9.44.060 Possession or Use of Synthetic Drugs - Prohibited

It is unlawful for any person to possess or use any synthetic drug within the unincorporated areas of the County of Kern.

9.44.070 Declaration of Public Nuisance

(a) It is a public nuisance for any person to provide, display for sale, sell, distribute, or possess with the intent to sell, any synthetic drug within the unincorporated areas of the County of Kern.

(b) It is a public nuisance for any person to allow the provision, display for sale, sell, distribution, or possession with the intent to sell, of any synthetic drug on property owned, controlled or managed by such person within the unincorporated areas of the County of Kern.

(c) It is a public nuisance for any person to provide, display for sale, sell, distribute, or possess with the intent to sell, any substance claimed or represented to be a synthetic drug within the unincorporated areas of the County of Kern.

(d) It is a public nuisance for any person to allow the provision, display for sale, sell, distribution, or possession with the intent to sell, of any substance claimed or represented to be a synthetic drug on property owned, controlled or managed by such person within the unincorporated areas of the County of Kern.

(e) To determine if a person is claiming or representing that a substance or product is a synthetic drug, an enforcing officer may consider any of the evidentiary factors set forth in section 9.44.050.

(f) Possession that is not described in subdivisions (a) through (d) of this section is declared to be a public nuisance when such possession injuriously affects any person or persons, other than the person in possession, in such other person's or persons' health, safety, welfare, or comfortable enjoyment of life or property.

9.44.080 Abatement Authority and Procedures; Summary Abatement; Other Remedies

(a) If a public nuisance exists pursuant to this Chapter, any of the persons identified in section 9.44.120 may proceed under Title 8, Chapter 8.44, Public Nuisances, sections 8.44.010 et seq.

(b) Because the use of synthetic drugs has been documented to cause hallucinations, agitation, psychosis, aggression, suicidal and homicidal thoughts, and death, any violation of this Chapter may present an immediate threat and grave and imminent danger not only to the person consuming the synthetic drug, but also to the public at large. If any of the persons identified in section 9.44.120, based on the facts then known, determines that a violation of this Chapter presents an immediate threat, imminent danger or hazard, or is imminently injurious to the public health or safety, then that violation is punishable by the summary abatement procedures set forth in section 8.44.070 or other law.

(c) Nothing in this Chapter shall be construed to prevent the County of Kern from pursuing any and all other legal remedies that may be available, including, but not limited to, civil actions filed by County Counsel seeking any and all appropriate relief such as civil injunctions, penalties and forfeiture.

9.44.090 Modification, Suspension, or Revocation of Permit, License, or Other Grant of Authority

(a) If a person violates any provision of this Chapter, such violation shall be grounds for, in addition to any other enforcement action or remedy authorized by this Code or other law, modification, suspension, or revocation of any permit, license, or other grant of authority by the County issued to the person, or issued to any business, firm, company, corporation, public corporation, club, trust, partnership, association, and/or similar organization owned, controlled, or managed by such person (hereafter "Entity"), in accordance with the procedure of this Code or other law applicable to the respective permit, license, or other grant of authority.

(b) Upon determination that a violation of this Chapter exists, the Director of Public Health Services will impose the following sanction:

(1) For the first violation, any and all licenses or permits issued by the Kern County Public Health Services Department for the Entity found to be in violation will be suspended for thirty (30) days.

(2) For the second violation, any and all licenses or permits issued by the Kern County Public Health Services Department for the Entity found to be in violation will be revoked.

9.44.100 Seizure of Evidence

Any product or substance provided, distributed, sold or possessed for the purpose of providing, distributing or selling the product or substance, in violation of any provision of this Chapter, may be seized by any County official or officer who issues a criminal citation under this Chapter and removed and stored as evidence in accordance with the law.

9.44.110 Enforcement, Remedies, and Penalties

(a) In addition to any enforcement action and remedy authorized by this Chapter, a violation of any provision of this Chapter may be subject to the enforcement and remedy provisions of Title 1, Chapter 1.12, General Penalty, sections 1.12.010 through 1.12.030 and any other applicable enforcement and remedy provisions provided under the law.

(b) Any person identified in section 9.44.120 may, based on the facts then known, determine that, in the interest of justice, a violation of this Chapter constitutes an infraction.

9.44.120 Authority to Administer and Enforce

This Chapter may be administered and enforced by the Director of Public Health or his/her designee(s), or any other County official or officer so designated.

9.44.130 Exclusions

(a) This Chapter shall not apply to drugs or substances lawfully prescribed or to intoxicating chemical compounds that have been approved by the FDA or which are specifically permitted by California law, including, without limitation, intoxicating chemical compounds that are specifically excepted by the UCSA (California Health and Safety Code section 11000 et seq.).

(b) This Chapter shall not apply to drugs or substances that are prohibited by state or federal law, including, without limitation, California Health and Safety Code sections 11357.5, 11375.5, and 11401 and the CSA.

(c) This Chapter shall not be deemed to prescribe any act that is positively permitted, prohibited or preempted by any state or federal law or regulation.

9.44.140 Severability

If any subsection, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted

by State or Federal legislation, such decision or legislation shall not affect the validity of the remaining portions of this Chapter. The Board of Supervisors declares that it would have passed this Chapter and each and every subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

KLK:klg
2274058



KERN COUNTY
Public Health Services
DEPARTMENT

#2
MATTHEW CONSTANTINE
DIRECTOR

1800 MT. VERNON AVENUE

BAKERSFIELD, CALIFORNIA 93306-3302

661-321-3000

WWW.KERNPUBLICHEALTH.COM

December 15, 2015

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PUBLIC HEARING REGARDING PROPOSED ORDINANCE ADDING CHAPTER 8.59 TO
TITLE 8 OF THE KERN COUNTY ORDINANCE CODE CONCERNING FOOD SAFETY EDUCATION
(Fiscal Impact: None)**

The purpose of this letter is to request your Board's approval of the proposed Ordinance adding Chapter 8.59 to Title 8 of the Kern County Ordinance Code. The proposed Ordinance implements a food safety education program.

The Public Health Services Department, Environmental Health Division's food program is responsible for assuring that food is safe for consumption and has been prepared under conditions and using practices that are safe and sanitary. Inspection staff review retail food facilities for proper food handling practices, personal health and hygiene of food service employees, methods of food preparation, source of food products, and overall sanitation. All retail food handling facilities are inventoried, permitted, and inspected between one and three times each year, determined by level of risk. Food related complaints and incidents involving food contamination are also investigated by the Department.

The proposed Ordinance furthers the Department's role in this process to include a mandated educational component for those facilities who have repeatedly demonstrated violations of critical risk factors affecting food safety, failed to ensure that all employees handling unpackaged food have sufficient knowledge and understanding of how to safely prepare and serve food, and/or have demonstrated poor decision making skills. This educational component will consist of a course taught by Environmental Health staff. The course will cover, at a minimum, all of the following topics:

- Causes and contributing factors of food-borne illness;
- The relationship between time and temperature and food-borne illness;
- The relationship between personal hygiene and food safety;
- Methods to prevent food contamination in all stages of food handling;
- Procedures for cleaning and sanitizing food handling equipment and utensils; and
- Proper decision making assistance for instances including, but not limited to, power outage, sewage spills, and rodent and/or roach infestation.

The proposed Ordinance authorizes the Department to require the facility owner send all staff who engage in food preparation and/or service to the food safety education course. The required attendees will be determined based on the contributing factors leading up to the referral to the food safety education course. The proposed Ordinance requires attendees take a food safety education competency examination following the conclusion of the course. If the attendee fails to achieve at least a 75% accuracy rate on the competency examination, the attendee will be required to re-attend the food safety education course. The proposed Ordinance provides the authority to suspend the facility's health permit for failure to pass the exam on the second attempt until the attendee can demonstrate at least a 75% accuracy rate on the exam. Alternatively, if an employee fails to pass the exam after a second attempt, the owner of the facility may submit a written corrective action plan, indicating the employee who has failed to pass the exam will not work in a food preparation and/or service capacity until the employee

demonstrates a 75% accuracy rate on the exam. The corrective action plan must be approved by the Department.

A fee has not been established for attendance at the food safety education course. While this proposed Ordinance outlines the authority to mandate attendance at the food safety education course, the Department would also like to be proactive and offer the course to facilities that handle food in an attempt to protect the community. Should the Department experience a great demand for this course, the Department will return to your Board to establish a fee that will cover the costs to provide this service based on actual costs incurred.

County Counsel has reviewed and approved the proposed Ordinance as to form.

It has been determined this is not a project subject to the requirements of the California Environmental Quality Act (CEQA). However, in the event it is determined to be a project, such project would be exempt from further CEQA review pursuant to sections 15061(b)(3), 15321 and 15322 of the State CEQA Guidelines.

Therefore, IT IS RECOMMENDED that your Board open public hearing; receive public comment; close public hearing; make finding this is not a project subject to the requirements of CEQA but if determined to be a project it is exempt from further CEQA review pursuant to sections 15061(b)(3), 15321 and 15322 of the State CEQA Guidelines; waive reading; and enact Ordinance.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matt Constantine", written in a cursive style.

Matthew Constantine
Director of Public Health Services

MC:bnc

Attachment

C: County Administrative Office
County Counsel

ORDINANCE NO. G- _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF KERN, STATE OF CALIFORNIA, ADDING CHAPTER
8.59 TO TITLE 8 OF THE ORDINANCE CODE CONCERNING FOOD
SAFETY EDUCATION

The following ordinance, consisting of two (2) sections, was regularly passed and adopted by
the Board of Supervisors at a regular meeting held on this _____ day of _____,
2015, by the following vote:

AYES:

NOES:

ABSENT:

Chairman of the Board of Supervisors of
the County of Kern, State of California

(SEAL)

ATTEST:

KATHLEEN KRAUSE
Clerk of the Board of Supervisors

By _____, Deputy Clerk

THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN ORDAINS AS FOLLOWS:

Section 1. This ordinance shall be published in accordance with Government Code section
25124 and it shall take effect and be in full force on and after the _____ day of _____,
2016.

Section 2. Chapter 8.59 is added to Title 8 of the Ordinance Code as follows:
Chapter 8.59
FOOD SAFETY EDUCATION

- 8.59.010 Purpose
- 8.59.020 General Requirements
- 8.59.030 Course Attendance Requirements
- 8.59.040 Course Contents
- 8.59.050 Required Knowledge Demonstration

8.59.010 Purpose

The purpose of this chapter is to establish standards for the requirement of individuals to attend food safety education courses and to pass a competency examination when found to have posed a risk to the health and safety of the community.

8.59.020 General Requirements

When the Director of Public Health Services or his designee determines one or more of the following, he may require employees of the facility to attend food safety education courses, in addition to submission of a detailed, written corrective action plan to prevent reoccurrence.

- a. The food facility has repeated violations of critical risk factors affecting food safety; and/or
- b. The owner or employee with Food Safety Certification has failed to ensure that all employees who handle unpackaged food have sufficient knowledge and understanding of how to safely prepare and serve food; and/or
- c. Upon closure of the facility or as a result of the Department having to take action at the facility due to poor decision making skills demonstrated by the operator and/or manager of the food facility.

8.59.030 Course Attendance Requirements

Upon determination that a facility must attend food safety education courses, the Director of Public Health Services may require the owner to send all staff who engage in food preparation and/or service.

8.59.040 Course Contents

The food safety education course shall include, but not be limited to, the following:

- a. Causes and contributing factors of foodborne illness;
- b. The relationship between time and temperature and foodborne illness;
- c. The relationship between personal hygiene and food safety;
- d. Methods to prevent food contamination in all stages of food handling;
- e. Procedures for cleaning and sanitizing food handling equipment and utensils; and
- f. Proper decision making assistance for instances including, but not limited to, power outage, sewage spills, and rodent and/or roach infestation.

8.59.050 Required Knowledge Demonstration

Attendees will be required to pass a food safety education competency examination following the conclusion of the presentation of the course contents. The competency examination will not be given without attendance of the food safety education course.

- a. Failure to pass the competency examination with a 75% accuracy rate will result in the requirement to retake the course.
- b. Failure to pass the competency examination with a 75% accuracy rate after the second attempt will result in suspension of the facility's health permit until at least a 75% accuracy rate has been demonstrated, unless a viable written corrective action plan is provided to and approved by the Department indicating that the employee who has failed to pass the competency exam will no longer engage in food preparation and/or service until he/she has passed the competency examination.



KERN COUNTY
Public Health Services
DEPARTMENT

1800 MT. VERNON AVENUE

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3
MATTHEW CONSTANTINE
DIRECTOR

August 11, 2015

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PUBLIC HEARING ON PROPOSED REVISIONS TO UNCODIFIED ORDINANCE FOR
PERMIT FEES AND PROPOSED ORDINANCE AMENDING SECTION 8.60 TO
IMPLEMENT RISK-BASED TOBACCO RETAIL PERMIT PROGRAM
(Fiscal Impact: FY 2016-17 \$37,725 Estimated Revenue; Fees; Not Budgeted;
Discretionary)**

The purpose of this letter is to request your Board's approval of the amendment of Kern County Ordinance Code Section 8.60 to implement a risk-based approach to the Tobacco Retailer Permit program. Should your Board approve this approach and the proposed fee changes, it is estimated that permit fees will increase by approximately \$37,725 annually, commencing Fiscal Year 2016-17.

The Environmental Health Division is responsible for the permitting of tobacco retail facilities. Through grant funding, the Division also provides a youth tobacco purchase survey, verifying that tobacco facilities are not selling tobacco products to children. The proposed Ordinance before your Board implements a risk-based approach to the permitting of tobacco retailers based on their compliance with the youth tobacco purchase survey. This is a three-tiered approach that incentivizes compliance and focuses resources where they are most needed.

- A low risk tobacco retail facility is one that has maintained compliance with the youth tobacco purchase survey for the most recent five-year period. Low risk tobacco retail facilities will receive one environmental health inspection and one youth tobacco purchase survey each year.
- A moderate risk tobacco retail facility has had one incident of non-compliance with the youth tobacco purchase survey for the most recent five-year period. Moderate risk tobacco retail facilities will receive one environmental health inspection and two youth tobacco purchase surveys each year. Their permit fee will be an increased amount from the low risk tobacco retail facility permit fee, as they will be receiving a greater level of service due to their increased risk to the community.
- A high risk tobacco retail facility has had two or more incidents of non-compliance with the youth tobacco purchase survey for the most recent five-year period. High risk tobacco retail facilities will receive one environmental health inspection and three youth tobacco purchase surveys each year. Their permit fee will be an increased amount from the moderate risk tobacco retail facility permit fee, as they will be receiving a greater level of service due to their increased risk to the community.

This proposed Ordinance also provides clarity for the penalties and appeal hearing process for those tobacco retail facilities who have been determined to be in violation of the youth tobacco purchase survey. Dependent on the number of violations, a tobacco retail facility could have a suspension and/or administrative penalty sanctioned against them. In the current Ordinance, the administrative penalty amount is based on the number of violations within the most recent one-year period, while the suspension is based on the number of violations within the most recent five-year period. The proposed Ordinance makes both the amount of the administrative penalty and the suspension duration based on the number of violations within the most recent five-year period.

In the event that a tobacco retail facility requests to appeal a violation of the youth tobacco purchase survey, the Ordinance outlines an appeal process, wherein the tobacco retail facility may appeal to the Director of Public Health Services. Currently, the Ordinance allows the Director to either uphold the penalty or grant the appeal and revoke the penalty. However, the goal of the program is to deter the behavior from reoccurring. In an attempt to achieve this goal, the proposed Ordinance will allow the Director to hold the penalty in abeyance. While the penalty is held in abeyance, the tobacco retail facility will be responsible for paying the Division to perform three youth tobacco purchase surveys over a six month period. If the tobacco retail facility passes all three youth tobacco purchase surveys, the Director can then grant the appeal and revoke the penalty, as the tobacco retail facility has demonstrated they have implemented an effective corrective action. Should the tobacco retail facility fail any of the three youth tobacco retail purchase surveys, the Director can implement the originally proposed penalty, as the tobacco retailer has failed to implement effective corrective actions to prevent the sale of tobacco products to children.

This proposed Ordinance removes the permit fee from within Chapter 8.60 of the Kern County Ordinance Code and adds it to the uncodified ordinance that serves as the Division's fee schedule and clarifies the timeline of the Department's responsibility to inform the appealing tobacco retail facility of the final decision made in the appeal request. Additionally, to implement the risk-based approach, this proposal changes the fee structure from a flat fee to a risk-based fee of \$190 for low risk, \$380 for moderate risk, and \$570 for high risk. This requires an amendment to the uncodified ordinance. This amendment will also combine the previous changes that were adopted in two previously separate uncodified ordinances into one complete uncodified fee schedule. No other changes to the previous uncodified ordinances are made with this request.

A letter has been sent to all currently permitted tobacco retail facilities detailing the proposal before your Board. Two copies of each proposed ordinance have been attached; one being a redline version.

The proposed changes to both the Ordinance Code and the uncodified Ordinance Code have been reviewed and approved as to form by County Counsel.

It does not appear this is a project subject to the requirements of the California Environmental Quality Act (CEQA). However, in the event it is determined to be a project, such project would

Board of Supervisors
August 11, 2015
Page 3

be exempt from further CEQA review pursuant to section 15061(b)(3) and 15321 of the State CEQA Guidelines.

Therefore, IT IS RECOMMENDED that your Board waive reading and introduce the ordinance amending Kern County Ordinance Code Section 8.60.010 related to Tobacco Retailer Permits and the ordinance amending uncodified Ordinances G-8557 and G-8560, make finding that project is exempt from further CEQA review pursuant to section 15061(b)(3) and 15321 of the State CEQA Guidelines, open public hearing, receive public comment, close hearing, and enact Ordinances.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matt Constantine", written in a cursive style.

Matthew Constantine
Director of Public Health Services

MC:bnc
Attachment
CC: County Administrative Office
County Counsel

ORDINANCE NO. G- _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN, STATE OF CALIFORNIA, AMENDING SUBSECTION (J) AND ADDING SUBSECTIONS (L), (M), AND (N) TO SECTION 8.60.010, AND AMENDING SECTIONS 8.60.050, 8.60.060 AND SECTION 8.60.100, AND ADDING SUBSECTION (F) TO SECTION 8.60.100, AND AMENDING SUBSECTION (B) OF SECTION 8.60.120, IN CHAPTER 8.60, TITLE 8, OF THE KERN COUNTY ORDINANCE CODE RELATING TO TOBACCO RETAILER'S PERMIT

The following ordinance, consisting of six (6) sections, was regularly passed and adopted by the Board of Supervisors at a regular meeting held on this _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Chairman of the Board of Supervisors of
the County of Kern, State of California

(SEAL)

ATTEST:

KATHLEEN KRAUSE
Clerk of the Board of Supervisors

By _____, Deputy Clerk

THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN ORDAINS AS FOLLOWS:

Section 1. This ordinance shall be published in accordance with Government Code section 25124 and it shall take effect and be in full force on and after the _____ day of _____, 2015.

Section 2. Subsection (J) of Section 8.60.010, Chapter 8.60, of the Kern County Ordinance Code is amended to read as:

J. "Electronic smoking device" means an electronic and/or battery-operated device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substance. "Electronic smoking devices" include any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor. "Electronic smoking device" does not include any product specifically approved by the United States Food and Drug Administration for use in the mitigation, treatment, or prevention of disease.

Section 3. Subsections (L), (M), and (N) are added to Section 8.60.010, Chapter 8.60, of the Kern County Ordinance Code to read as:

L. "Tobacco retail facility low risk" means a tobacco retail facility that has not been determined by the Department to have violated the provisions of Kern County Ordinance 08.06.090 in the previous five years.

M. "Tobacco retail facility moderate risk" means a tobacco retail facility that has been determined by the Department to have violated the provisions of Kern County Ordinance 08.06.090 one time in the previous five years.

N. "Tobacco retail facility high risk" means a tobacco retail facility that has been determined by the Department to have violated the provisions of Kern County Ordinance 08.06.090 two or more times in the previous five years.

Section 4. Sections 8.60.050, 8.60.060 and 8.60.100 of Chapter 8.60 of the Kern County Ordinance Code are amended to read as:

8.60.050 – Display of permit.

Each permittee shall prominently display the permit at each location where tobacco retailing occurs. The permit shall be posted at or near each entrance to the retail facility used by its patrons or in a conspicuous place approved by the Director. The permit shall not be defaced, marred, camouflaged, hidden, or removed.

8.60.060 – Fees for permit.

The environmental health permit fee for each establishment, business or activity shall be established by uncodified ordinance.

8.60.100 – Administrative penalties.

A. Upon a determination by the Department that a person has engaged in any conduct that violates the provisions of this chapter, the Director may suspend a Tobacco Retailer's Permit, impose administrative penalties, or both suspend the permit and impose administrative penalties.

B. The Department shall notify the tobacco retail facility owner that there has been an initial determination of violation under the provisions of this chapter. The initial determination notice will specify the violation and the sanction imposed, including the effective date of the suspension, if applicable. The notice shall further state that the tobacco retail facility owner may, within fifteen (15) days, submit to the Department any written or documentary evidence to contest the initial determination of violation.

C. After receiving such evidence, if applicable and provided, the Director shall prepare a final written decision and shall serve this decision upon the tobacco retailer. Upon written request, the offender shall have the right to receive copies of any records or files upon which the administrative decision is based. This final determination shall be served through certified mail within sixty (60) days of the final determination.

D. When this chapter permits the Director to suspend a permit, the following sanction may be imposed:

1. For the first violation in any five (5) year period, the tobacco retailer shall receive a notice of violation from the Department.
2. For the second violation in any five (5) year period, the person's Tobacco Retailer's Permit shall be suspended for up to thirty (30) days.
3. For a third violation in any five (5) year period, the person's Tobacco Retailer's Permit shall be suspended for up to ninety (90) days.
4. For a fourth or subsequent violation in any five (5) year period, the person's Tobacco Retailer's Permit shall be suspended for up to one hundred eighty (180) days and/or revoked.

E. When this chapter allows the Director to impose an administrative penalty, the following penalty may be imposed:

1. For the first violation, a penalty in the amount of two hundred fifty dollars (\$250);
2. For the second violation within five (5) years from the date of the first violation, a penalty in the amount of five hundred dollars (\$500);
3. For the third and each subsequent violation within five (5) years from the date of the first violation, a penalty in the amount of one thousand dollars (\$1,000).

Section 5. Subsection (F) is added to Section 8.60.100, Chapter 8.60, of Kern County Ordinance Code to read as:

F. Upon determination by the Department that a tobacco retailer has violated any provision of this chapter and that the tobacco retailer did not violate any provision of this chapter in the five (5) years immediately preceding the violation, the Director may suspend the imposition of any sanction under subsection (D) or penalty under subsection (E) for a period of six (6) months.

1. Within fifteen (15) days of the Director's decision to suspend the imposition of any sanction or penalty pursuant to this subsection, the tobacco retailer shall pay a fee of \$500 for the cost of inspections during the six-month period. Failure to pay this fee shall immediately restore the imposition of any sanction under subsection (D) or penalty under subsection (E).
2. During the six-month period, the Department shall inspect the tobacco retail facility for compliance as deemed necessary by the Department.

3. A determination by the Department that the tobacco retailer has engaged in any conduct that violates the provisions of this chapter during the six-month period shall restore the imposition of any sanction under subsection (D) or penalty under subsection (E) immediately and without further right to appeal.

4. If and only if the tobacco retailer completes the six-month period without violating the provisions of this Chapter as determined by the Department, the sanction under subsection (D) or penalty under subsection (E) previously imposed shall be permanently stayed.

Section 6. Subsection (B) of Section 8.60.120 of Chapter 8.60 of the Kern County Ordinance Code is amended to read as:

B. The youth decoy is participating in a compliance check funded in part, either directly or indirectly through subcontracting, by the Department or the California Department of Public Health.

CITY COUNCIL

October 11th, 2016

TO: Mayor and City Council

FROM: Tom Weil

SUBJECT: Resolution: MMB Application Process – Cost Recovery Fees

BACKGROUND: The implementation of Medical Marijuana application process will require a cost recovery fee schedule for staff and consulting time. The resolution before you outlines the four phases of the application process for which the cost recovery fees have been established based on the analysis completed by David McPherson of HdL consultants.

RECOMMENDATION: The City Council review and adopt the resolution as presented.

FISCAL IMPACT: N/A

ENVIRONMENTAL ACTION: N/A

The Finance Director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.

Public
Hearing

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALIFORNIA CITY ADOPTING A FEE SCHEDULE FOR
MEDICAL MARIJUANA BUSINESS PERMIT APPLICATIONS**

WHEREAS, on September 13, 2016, the City Council adopted Ordinance No. 16-742, Amending Title 9, Chapter 2, Article 29 of the California City Municipal Code Regarding Medical Marijuana Dispensaries and Cultivation, Amending Title 9, Chapter 2, Article 21 "M1 Light Industrial District", and Adding Title 5, Chapter 6, Entitled "Medical Marijuana Business and Activity (the "Ordinance");

WHEREAS, the Ordinance authorizes the City Council to issue medical marijuana business permits to a limited number medical marijuana businesses in the City, subject to all the restrictions and operational requirements in the Ordinance;

WHEREAS, the Ordinance requires the City Council to adopt by resolution fees for the processing of applications for medical marijuana business permits (Sections 5-6.501, 5-6.504 and 5-6.905 of the Municipal Code); and

WHEREAS, the City Council desires to ensure that all costs incurred, whether through staff time or other out-of-pocket costs, are fully recovered to maintain established City service standards; and

WHEREAS, the City's consultant, HdL Companies, has estimated the costs that will be incurred by the City for each of the application fee components described herein, and has prepared a Medical Marijuana Business Permit Application Fee Cost Study to document their calculation and to verify that the fees do not exceed the estimated reasonable cost of providing the service for which the fee is charged, which Cost Study is attached to the Staff Report presented to the City Council with this Resolution; and

WHEREA, a public hearing was held to consider public comment on the adoption of the fee set herein.

NOW THEREFORE, The City Council of the City of California City hereby resolves as follows:

SECTION 1. The following fees shall be imposed on the application process of the establishment of medical marijuana businesses by the City Administrator or his designee and shall be incorporated into the City's fee schedule and updated from time-to-time as are the City's other fees:

- 1) Live Scan processing fee: \$78.95
- 2) Zoning Verification Letter fee: \$250.00
- 3) Initial application fee: \$3,258.00
- 4) Phase 2 application fee: \$701.00

- 5) Phase 3 application fee: \$1,790.00
- 6) Phase 4 application fee: \$1,937.00

PASSED, APPROVED AND ADOPTED by the City Council of the City of California City at a public meeting held on the 11th day of October, 2016.

AYES:
NOES:
ABSENT:

Jennifer Wood, Mayor

ATTEST:

APPROVED AS TO FORM:

Denise Hilliker, City Clerk

Christian Bettenhausen, City Attorney

STATE OF CALIFORNIA)
COUNTY OF KERN) ss.
CITY OF CALIFORNIA CITY)

I, Denise Hilliker, City Clerk of California City, do hereby certify that the foregoing resolution was passed, approved and adopted on the 11th day of October, 2016.

Denise Hilliker, City Clerk

veScan and Zone Verification Letter fees

Activity	Position	Hourly	Hours spent	Permit fee cost
perprinting	Police Admin Tech	15.23	0.50	7.62
J abstract review	Police Officer	44.66	0.50	22.33
J/FBI CORI fee				49.00
veScan Fee				<u>\$ 78.95</u>
ing Verification Letter	Contract Planner	100.00	2.50	<u>\$ 250.00</u>

Medical Marijuana Cost Recovery by Phases

Phase-1: Determination of Eligibility and Application

NAME	RATE	HOURS FOR PHASE 1	TOTAL	OVERHEAD COSTS	WORK COMPLETED (i.e. inspections, meetings, counter call/permits, etc.)
Staff					
City Manager	\$ 79.59	87	\$ 6,924.33	\$ 1,384.87	
Administrative Secretary	\$ 32.05	9	\$ 278.84	\$ 55.77	
Police Chief	\$ 111.32	13	\$ 1,452.73	\$ 290.55	
Fire Chief	\$ 66.48	13	\$ 867.56	\$ 173.51	
Public Works Director	\$ 61.57	13	\$ 803.49	\$ 160.70	
Police Officer	\$ 44.66	112	\$ 5,001.92	\$ 1,000.38	Background investigations (2 hrs x 2 principals per application)
City Attorney Office					
Christian Bettenhausen	\$ 195.00	137	\$ 26,629.86	n/a	Includes Council meeting hours and memo/program procedure review
Consultants and Contractors					
IT Companies	\$ 250.00	140	\$ 35,000.00	n/a	Per contract
Contract Planner	\$ 100.00	112	\$ 11,200.00	n/a	Assuming 28 applicants * 4 hours each
Interview Panel					
Police Chief	\$ 111.32	0	\$ -	\$ -	No required for Phase 1
Fire Chief	\$ 66.48	0	\$ -	\$ -	No required for Phase 1
Finance Director	\$ 60.91	0	\$ -	\$ -	No required for Phase 1
Public Works Director	\$ 61.57	0	\$ -	\$ -	No required for Phase 1
Subtotal			\$ 88,158.73	\$ 3,065.77	
Total				\$ 91,224.50	
Per applicant				3,258.02	assuming 28 applicants

Medical Marijuana Cost Recovery by Phases
Phase-2: Initial Ranking

NAME	RATE	HOURS FOR PHASE 2	TOTAL	OVERHEAD COSTS	WORK COMPLETED (i.e. inspections, meetings, counter call/permits, etc.)
City Manager	\$ 79.59	28	\$ 2,228.52	\$ 445.70	1 hour per applicant (assuming 28 applicants)
Administrative Secretary	\$ 32.05	2.8	\$ 89.74	\$ 17.95	Percentage of City Manager
Police Chief	\$ 111.32	0	\$ -	\$ -	No required for Phase 2
Fire Chief	\$ 66.48	0	\$ -	\$ -	No required for Phase 2
Public Works Director	\$ 61.57	0	\$ -	\$ -	No required for Phase 2
City Attorney Office					
Christian Bettenhausen	\$ 195.00	28	\$ 5,460.00	n/a	1 hour per applicant (assuming 28 applicants)
Consultants and Contractors					
Design Companies	\$ 250.00	40	\$ 10,000.00	n/a	Per contract
Contract Planner	\$ 100.00	14	\$ 1,400.00	n/a	30 minutes per applicant (assuming 28 applicants)
Interview Panel					
Police Chief	\$ 111.32	0	\$ -	\$ -	No required for Phase 2
Fire Chief	\$ 66.48	0	\$ -	\$ -	No required for Phase 2
Finance Director	\$ 60.91	0	\$ -	\$ -	No required for Phase 2
Public Works Director	\$ 61.57	0	\$ -	\$ -	No required for Phase 2
Subtotal			\$ 19,178.26	\$ 463.65	
		Total		\$ 19,641.91	
		Per applicant		701.50	assuming 28 applicants

Medical Marijuana Cost Recovery by Phases
Phase-3: Second Ranking

NAME	RATE	HOURS FOR PHASE 3	TOTAL	OVERHEAD COSTS	WORK COMPLETED (i.e. inspections, meetings, counter call/permits, etc.)
City Manager	\$ 79.59	50	\$ 3,979.50	\$ 795.90	2 meetings/2 hrs each plus coordination with consultants
Administrative Secretary	\$ 32.05	5	\$ 160.25	\$ 32.05	Percentage of City Manager
Police Chief	\$ 111.32	0	\$ -	\$ -	Interview panel only
Fire Chief	\$ 66.48	0	\$ -	\$ -	Interview panel only
Public Works Director	\$ 61.57	28	\$ 1,723.96	\$ 344.79	Site inspection of 28 applicants
City Attorney Office					
Christian Bettenhausen	\$ 195.00	28	\$ 5,460.00	n/a	Assists with preparation for panel questions and interview process
Consultants and Contractors					
IT Companies	\$ 250.00	90	\$ 22,500.00	n/a	Per contract
Contract Planner	\$ 100.00	0	\$ -	n/a	No required for Phase 3
Interview Panel					
Police Chief	\$ 111.32	42	\$ 4,675.44	\$ 935.09	Selection Committee - Up to 28 interviews - 1 hour each with .5 follow-up
Fire Chief	\$ 66.48	42	\$ 2,792.16	\$ 558.43	Selection Committee - Up to 28 interviews - 1 hour each with .5 follow-up
Finance Director	\$ 60.91	42	\$ 2,558.22	\$ 511.64	Selection Committee - Up to 28 interviews - 1 hour each with .5 follow-up
Public Works Director	\$ 61.57	42	\$ 2,585.94	\$ 517.19	Selection Committee - Up to 28 interviews - 1 hour each with .5 follow-up
Subtotal			\$ 46,435.47	\$ 3,695.09	
Total				\$ 50,130.56	
Per applicant				1,790.38	assuming 28 applicants

Medical Marijuana Cost Recovery by Phases
Phase-4: Public Meeting and City Council Final Recommendation

NAME	RATE	HOURS FOR PHASE 4	TOTAL	OVERHEAD COSTS	WORK COMPLETED (i.e. inspections, meetings, counter call/permits, etc.)
City Staff					
City Manager	\$ 79.59	60	\$ 4,775.40	\$ 955.08	Memo review, final procedures, and meetings related to final recommendations
Administrative Secretary	\$ 32.05	6	\$ 192.30	\$ 38.46	Percentage of City Manager
Police Chief	\$ 111.32	6	\$ 667.92	\$ 133.58	Attend public meeting/Council meeting
Fire Chief	\$ 66.48	6	\$ 398.88	\$ 79.78	Attend public meeting/Council meeting
Public Works Director	\$ 61.57	33	\$ 2,031.81	\$ 406.36	Attend public meeting/Council meeting, prepare reports
City Attorney Office					
Christian Bettenhausen	\$ 195.00	75	\$ 14,625.00	n/a	Memo review, final procedures, and meetings related to final recommendations
Consultants and Contractors					
Consulting Companies	\$ 250.00	50	\$ 12,500.00	n/a	Per contract
Contract Planner	\$ 100.00	0	\$ -	n/a	No required for Phase 4
Review Panel					
Police Chief	\$ 111.32	0	\$ -	\$ -	No required for Phase 4
Fire Chief	\$ 66.48	0	\$ -	\$ -	No required for Phase 4
Finance Director	\$ 60.91	0	\$ -	\$ -	No required for Phase 4
Public Works Director	\$ 61.57	0	\$ -	\$ -	No required for Phase 4
Subtotal			\$ 35,191.31	\$ 1,613.26	
Total				\$ 36,804.57	
Per applicant				1,937.08	assuming 19 applicants

CITY COUNCIL

October 11, 2016

TO: Mayor and City Council

FROM: Craig C Platt Public Works Director

SUBJECT: Update Citywide Master Fee Schedule and Resolution

.....
BACKGROUND

Update to Citywide Master Fee Schedule Introduction:

An element of the City Manager's Budget is the review and update of citywide fees being proposed in conjunction with the update to the City's Master Fee Schedule. While the revenues anticipated by the current fee structure were included in the FY2016/17 Budget, the increases to various new fees were not. The City maintains a Master Fee Schedule that identifies the fees for City services, which are charges to the users of these services. The Master Fee Schedule is based on the basic cost of delivering services (e.g., various building and fire inspections) and must comply with provisions of Propositions 218 and 26.

Proposition 26 Review and Compliance In November 2010; California voters approved Proposition 26, which amended Article XIII C of the State constitution regarding the adoption of fees and taxes. Proposition 26 seeks to assure that taxes are not disguised as fees: taxes must be approved by the voters whereas fees can be approved by legislative bodies, such as a City Council. The proposed Master Fee Schedule has been reviewed for compliance with Proposition 26 and, in the City Attorney's opinion, is compliant.

The fee schedule was last comprehensively reviewed and updated in 2010. Over the last six years, (FY 2010 – FY 2016), the City has completed smaller adjustments and modifications to the fee schedule (mostly individual departments) as part of the annual budget process. Given the changes to the City's structure and its cost of operations during this period, it is appropriate to update the Master Fee Schedule. The majority of the changes have been made to the Building, Planning and Public Works Departments. The final impacts are not fully known at this time. A separate action by the City Council is required to implement the proposed fee increases.

- Fees highlighted in RED are new.
- Fees highlighted in BLUE have changed.
- Fees are based on time, materials and equipment used for plan checking in the office, engineering review, field inspections before and during construction,

CBI.

service and capital improvements in your neighborhood and surrounding areas and applicable zoning regulations, such as land use, setbacks, and height and for referencing general plan maps detailing environmental concerns, such as stream beds flood plains, rare and endangered plants or animals, and potential hazards from earthquakes or fires.

Development Impact Fees are just for introduction only at this time and will be brought back at a later meeting for a formal introduction and discussion.

RECOMMENDATION

That Council approves the attached resolution amending the City's Master Fee Schedule to include changes and updates as appropriate.

FISCAL IMPACT

The fee recommendations contained in the proposed Master Fee Schedule for FY2016/17 are expected to have a minimally impact overall on city revenues.

It should also be noted that these fee revenues reflect not only the proposed fee increases, but also changes in underlying level of program activity, and establishment of new fees.

ENVIRONMENTAL ACTION

NONE

ATTACHMENTS

I: Resolution

II: Master Fee Schedule

RESOLUTION NO. 10-16-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY
ADOPTING A REVISED MASTER FEE
SCHEDULE FOR FY 2016-2017, RELATING TO FEES AND
CHARGES FOR DEPARTMENTS IN THE CITY OF
CALIFORNIA CITY AND RESCINDING ALL RESOLUTIONS
AND ALL AMENDMENTS THERETO**

WHEREAS, the City Council wishes to continue its efforts to establish sound fiscal policies for the City of California City; and

WHEREAS, certain California City Ordinances authorize the City Council to establish, impose, and collect fees to defray the costs of providing certain programs and services;

WHEREAS, Section 15273 of the California Environmental Quality Act (CEQA) Guidelines states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purposes of:

1. Meeting operating expenses, including employee wage rates and fringe benefits;
2. Purchasing or leasing supplies, equipment, or materials;
3. Meeting financial reserve needs and requirements;
4. Obtaining funds necessary for capital projects necessary to maintain service within existing service areas; or
5. Obtaining funds necessary to maintain intra-city transfers as are authorized by City Charter; and

WHEREAS, the City Council finds and determines that this action is exempt from CEQA based on the foregoing provisions; and

WHEREAS, in November 2010, California voters approved Proposition 26, which amended Article XIII C of the State constitution regarding the adoption of fees and taxes. Proposition 26 seeks to assure that taxes, which must be approved

by the voters, are not disguised as fees, which can be approved by legislative bodies, such as a city council. The proposed Master Fee Schedule (MFS), is compliant; and

WHEREAS, the City of California City Reviews it's Master Fees Schedules to better allow the City to recover the costs of providing the services covered by those fees and services, and

WHEREAS, this Fee Schedule shall replace and repeal all previous Fee Schedule's and amendments approved by the City Council of the City of California City; and

NOW BE IT RESOLVED, that this resolution shall become effective as of October 11, 2016.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of California City that the Master fee schedule shall be amended as follows:

PASSED, APPROVED AND ADOPTED on the 11th day of October, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jennifer Wood - Mayor

ATTEST: _____
Denise Hilliker - City Clerk

City Attorney



California City Master Fee Schedule October 11th, 2016

(Effective Date October 11, 2016 - City Council Resolution

)

**MASTER FEE SCHEDULE
For
ADMINISTRATIVE SERVICES**

*Tom Weil
City Manager*

City Clerk Fees

Notary	\$ 10.00 per signature
Copies	\$ 0.25 per page
Special Event Permit + (SDR)	\$500.00
Filing Fee	\$ 25.00
Notice of intent to circulate petition	\$200.00
Business License	\$125.00 Annual (Gross Income \$10,000 +)
	\$ 50.00 Annual (Gross Income \$10,000 -)
	\$ 25.00 Daily
	\$ 10.00 Non Profit or Event Vendor
Code Enforcement Appeals	\$ 35.00

Finance Fees

NSF Returned Check	\$ 25.00
(Subsequent Checks)	\$ 35.00
Late Fee	\$ 21.40

Miscellaneous Fees

State Revolving Fund	\$ 1.00
Sales & Use Tax	1%
Transient Occupancy Tax	6%

MASTER FEE SCHEDULE BUILDING AND PLANNING DIVISION FEES

Craig C Platt
Director Public Works

BUILDING DIVISION FEES

Minimum Permit Fee	\$ 56.00
Application Fee - building, electric, mechanical & plumbing	\$ 46.00
Plan Revisions	\$ 40.00 + \$75.00 per hr. after first one-half hr
Demolition Permit	\$150.00 + \$46.00 application fee + SB 1473 fee
Temporary Certificate of Occupancy	\$105.00 per first 30-day period
Re-Inspection Fees	\$ 70.00
Sign Permit (Plus Electrical permit if required)	\$215.00 + \$46.00 application fee + SB 1473 fee
Sign Permit: copy change only	\$ 52.00 + SB 1473 fee
Driveways	\$218.00
Expired Permit: To Reissue – Minimum Fee	\$120.00 + \$46 application fee + SB 1473 fee
Building Permit Fees	Based on most recent edition of the Uniform Building Code
Mobile Home Installation Inspection	\$ 50.00

Construction costs vary due to the type of work performed.

Unless otherwise noted, plan review fees are based upon 65% of the building permit fee. Additional plan review fees for outsourced structural review may be required. (+ Actual Cost)

The Strong Motion Seismic Hazard Mapping Fee (SMIP) is calculated at .0001% of total valuation for residential construction and at .00021% for commercial construction. This fee is required for new construction, or when there is a change to the lateral load resistance elements of a structure.

The Senate Bill 1473 (Green Building Standards) fee is assessed at \$1.00 per each \$25,000 or portion thereof.

PLANNING DEVELOPMENT FEES

APPLICATION / PROJECT DESCRIPTION Fee Notes / Comments

Annexation Processing Fee	\$2,500.00	(see notes ⁵)
Architectural Design and Site Plan Review		
Staff Development Review (Business-Existing Bld)	\$ 750.00	
(Existing Business, Ownership Change, etc.)	\$ 250.00	
Multi-Family Residential	\$1,545.00	(^A see notes)
Remodel	\$1,065.00	(^A see notes)
Commercial	\$1,865.00	(^A see notes)
Industrial	\$1,865.00	(^A see notes)
Certificate of Compliance	\$ 381.00	
Conditional Use Permit Res - <i>proposed</i> (fences, signs) ¹	\$ 421.00	(see notes)
Conditional Use Permit Res - <i>existing</i> (fences, signs)	\$1,033.00	
Conditional Use Permit – <i>minor</i> ²	\$ 842.00	(see notes)
Conditional Use Permit – <i>moderate</i> ³	\$1,414.00	(see notes)
Conditional Use Permit – <i>major</i> ⁴	\$2,061.00	(see notes)
Conditional Use Permit – <i>Planned Dev.</i> **	\$2,443.00	
Engineering Review ^A Varies	Actual cost plus 10%, plus a \$1,000.00 deposit	
Floodplain Permit	\$ 190.00	
General Plan Amendment **	\$1,526.00	

Home Occupation Review	\$ 56.00
Lot Line Adjustment/Merger	\$ 375.00 (^A see notes)
Review by "Outside" Professionals ^A	Varies Actual cost plus 10%
Specific Plan **	Varies Actual cost plus 10%
Tentative Parcel Map **	\$1,414.00 A land division of four or fewer lots
Tentative Subdivision Map **	\$1,814.00 + \$30.00 per lot - A land division of more than four lots
Variance – <i>Proposed Development</i> **	\$1,024.00
Variance – <i>Existing Development</i> **	\$1,024.00
Zone Change **	\$2,066.00
Zone Change – <i>Planned Development</i> **	\$2,257.00

ENVIRONMENTAL REVIEW

Environmental Impact Report (EIR)	Varies Actual cost plus 10%
Negative Declaration	\$3,080.00
Notice of Exemption	\$ 100.00
Notice of Determination Varies ***	\$ Varies Actual cost plus 10% State Fee

MISCELLANEOUS APPLICATIONS / FEES

Amendment to Conditions of Approval (appealed conditions, time extensions)	\$ 652.00 Public hearing required
Appeals to the City Council	\$ 461.00 Public hearing required
Appeals to the Planning Commission	\$ 381.00 No public hearing required
Plan Check Fee	\$ 68.00 Per hour
Final Map Check Fee	\$ 68.00 Per hour
Development Improvement Inspection	Varies 1% - 2%
Final Parcel Map processing	\$ 762.00 This does not include map checking fees
Final Subdivision Map processing	\$1,144.00 This does not include map checking fees
Day Care Large Family (9 -14)	\$ 120.00
Day Care Small Family (1 - 8)	NC
Filming Permits -	
City Public Areas	\$ 250.00 per day per location ⁶
Airport-see also permit application	\$1,250.00 per day ⁶

NOTES:

A. All applications which require review by professionals outside of the City Planning Department that bill the City for their costs (including, but not limited to, the City Engineer) will be billed to the project applicant at 100% of the cost, plus an administrative fee of 10% of the billed amount. A \$1,000.00 deposit is required.

** If two or more applications are submitted concurrently and are related to the same project, the highest cost application fee is charged at the regular initial fee and each additional application is charged at 50% of the regular initial fee. This excludes Conditional Use Permits associated with an Architectural Design and Site Plan Review.

1. A residential Conditional Use Permit is for signs, fencing, etc. in a residential zone district. This category does not include residential dwelling units.

2. A minor Conditional Use Permit is for an existing building / project site for which a permit is required for a particular use in that zone district and no exterior structural changes are made to the building.

3. A moderate Conditional Use Permit is for a project for which a use permit is required and where there are some exterior changes made to an existing building or site.

4. A major Conditional Use Permit is for a project requiring a Use Permit and an Architectural Design and Site Plan Review on an undeveloped parcel.
5. Annexation processing fee and deposit to be used towards staff time and materials and any State or LAFCO fees incurred. All annexation costs will be paid by the requestor.
6. Plus any fees charges for traffic control by PD, fire and street departments.
7. All fees and deposits are used towards staff time, equipment and materials.

HOW BUILDING AND PLANNING PERMIT FEES ARE USED

When you obtain a building or planning permit, fees will be charged to cover the cost of:

1. Plan checking in the office;
2. Field inspections before and during construction; and
3. Service and capital improvements in your neighborhood and the surrounding areas; and
4. Covers the time staff time spend in checking your project against the applicable Zoning regulations, such as land use, setbacks, and height; and for referencing General Plan maps detailing environmental concerns, such as stream beds, flood plains, rare and endangered plants or animals, and potential hazards from earthquakes or fires.

MASTER FEE SCHEDULE PUBLIC WORKS

*Craig C Platt
Director Public Works*

Fire Hydrant Use Application Fee (Private Meter) plus Deposit	\$ 56.00 - Deposit \$ 500
Fire Hydrant Use Application Fee (City Meter) plus Deposit	\$ 56.00 – Deposit \$1,000
Construction Water - 0.0585 per c.f. – 0.00782 per gallon	\$ 5.85 per 100 c.f.
Inspection Fee-water truck, water tank, etc	\$ 55.00
Back Flow Prevention Devices	Actual Cost
Well Permits	\$274.00
Testing and Sampling	Actual Cost
Encroachment Permits	
Encroachment Permit Review	Cost - Deposit \$ 250.00
Concrete, sidewalk, curb & gutter	25 LF or less \$ 218.00
Concrete, sidewalk, curb & gutter	>25 & <100 LF \$ 274.00
Concrete, sidewalk, curb & gutter	>100 & <300 LF \$ 330.00
Concrete, sidewalk, curb & gutter	>300 & <500 LF \$ 386.00
Concrete, sidewalk, curb & gutter	>500 LF 2% of cost
AC or PCC Pavement	1000 SF or less \$ 274.00
AC or PCC Pavement	1001 to 3000 SF \$ 330.00
AC or PCC Pavement	3001 to 6000 SF \$ 386.00
AC or PCC Pavement	6001 to 10,000 SF \$ 442.00
AC or PCC Pavement More than	10,000 SF 2% of cost
Excavation outside pavement	200 LF or less \$ 162.00

Excavation outside pavement	> 200 LF	\$ 162.00
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** For Each Additional Foot over 200 feet 0.18 will be charged per foot

Excavation inside pavement	100 LF or less	\$ 240.00
Excavation inside pavement	101 to 500 LF	\$ 274.00
Excavation inside pavement	501 TO 1000 LF	\$ 312.00
Excavation inside pavement	1001 to 1500 LF	\$ 356.00
Excavation inside pavement	1501 to 3000 LF	\$ 390.00
Excavation inside pavement over	3000 LF	\$ 487.00

AC Repair	0-25 SF	\$ 312.50
	26-50 SF	\$ 500.00
	51-75 SF	\$ 637.50
	76-100 SF	\$ 700.00
	101-200 SF	\$1,000.00

Non Construction Permits Within Right-of-Way	\$ 56.00
Excessive Encroachment Permit Inspections	\$ 112.00

**MASTER FEE SCHEDULE
For
WATER UTILITY SERVICES**

*Craig C Platt
Public Works Director*

WATER SERVICE LINE INSTALLATION:

The customer shall pay for all costs of the water service installation including, but not limited to the pipe, service tap, meter box, meter valves, hydrants, labor, trenching, backfilling, patching and Administrative costs from the nearest main to the customer's property line in accordance with City standards and specifications. The applicant may have the City Water Division personnel install the service line based on the fee schedule set forth, or may elect to hire a qualified contractor to perform this work, except that only City Water Division personnel may make the water main tap and install the water meter. (Standard Flow Meter with Orian ERT Only)

Fee Schedule	3/4"	1"	1-1/2"	2"	Over 2"
New Service					
Fees LS	\$2,150	\$2,150	\$2,450	\$2,950	Actual Cost
SS	\$1,450	\$1,450	\$1,950	\$2,450	Actual Cost
New Meter					
Fees	\$ 319	\$ 396	\$ 692	\$ 982	Actual Cost
Meter Relocation (Relocation)					
Fees	\$ 850	\$ 850	\$1,050	\$1,250	Actual Cost
Remove Service					
Fees	\$ 400	\$ 400	\$ 450	\$ 550	Actual Cost
Water Main Tap					
Fees	\$ 140	\$ 155	\$ 180	\$ 255	Actual Cost

**MASTER FEE SCHEDULE
For
AIRPORT SERVICES**

*Craig C Platt
Director Public Works*

Airport

Monthly Tie-Down Fees	
Single Engine	\$ 25.00
Light Twin	\$ 35.00
Medium Twin	\$ 45.00
Heavy Twin	\$ 55.00
Gliders (Stored off Ramp in container)	\$ 25.00
Gliders on Ramp	\$ 40.00

Offices

Standard Office Space	\$100.00 Month
Large Office Space	\$150.00 Month
Restaurant facility	Contract Lease

T Hangar

Full Size	\$170.00 per Month + \$15 for electricity
Half Size	\$ 90.00 per Month + \$15 for electricity

RV Park

Daily Connections	\$ 20.00 per Night
Monthly Connections	\$500.00 per Month (1 month max + power)
Airport RV Storage	\$ 45.00 per Month

**MASTER FEE SCHEDULE
For
DIAL A RIDE SERVICES**

Dial-A-Ride Fees

Fares

General Public Cash Fare	\$ 1.70
Senior/ADA/Disabled	\$ 1.00
Senior Desert Jade	\$ 0.50

10-Ride General Public	\$ 17.00
10-Ride Senior/ADA/Disabled	\$ 10.00

Children Under 4 Feet 9 Inches	\$ 1.00
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Medicare Card Holders Eligible For	\$ 1.00
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Notes Senior = 60+

**MASTER FEE SCHEDULE
For
RECREATION SERVICES**

*Brenda Daverin
Manager Recreation Services*

RECREATION FACILITIES

Central Park Group Picnic Area – Small- Resident	\$ 5.00 per hour + \$50 Deposit
Non Resident	\$ 10.00 per hour + \$50 Deposit
Central Park Group Picnic Area – Large - Resident	\$ 15.00 per hour + \$50 Deposit
Non Resident	\$ 20.00 per hour + \$50 Deposit
Park Vender Fee-Includes Business License	\$ 46.00 per day

Ball Field Lights

Resident	\$ 20.00 per hour
Non-Resident	\$ 20.00 per hour
Field Maintenance Fee – facilities and water (per adult or child on league – including non-profits)	\$ 7.00 per user

Pool Facilities

Swimming Pool Daily Open Session	\$ 2.50
Exclusive use Season Pass – Per Family of 5	\$ 70.00
Exclusive use Season Pass - Per Individual	\$ 30.00
Swimming Lessons - Per Session	\$ 30.00
Adult Aquatic Aerobics – Per Month	\$ 25.00
Private Lessons - Four ½ hr classes	\$ 60.00

Buildings

Strata Gym – Resident – Includes Staff (1)	\$ 95.00 per hour
Non-Resident – Includes Staff (1)	\$115.00 per hour
Strata Meeting Room - Resident	\$ 15.00 per hour
Non Resident (After Hours Staff Fee + \$20 hr)	\$ 20.00 per hour
Arts & Community Center – Includes Staff (1)	\$ 75.00 per hour
Non-Resident - Includes Staff (1)	\$100.00 per hour

Bob Parker Scout Lodge

Resident use	\$ 75.00 per hour includes staff (1)
Non - Resident use	\$100.00 per hour Includes staff (1)
Local non-profit	\$ 25.00 per hour day use includes staff (1)
Non-profit	\$ 50.00 per hour day use includes staff (1)
Annual pass – Local non-profits – 25 uses	\$500.00
Cleaning Deposit all users refundable	\$200.00

Scout Island Campground

Local non-profit Tent Camping per camp site	\$ 6.00
Non-profit Tent Camping per camp site	\$ 10.00

CITY GOLF COURSES

Par 3

Memberships

Single	\$325.00 Annually
Family	\$400.00 Annually
Senior Single (62+)	\$250.00 Annually
Senior Family (62+)	\$325.00 Annually
Senior and Military Discount Card	\$ 20.00 Annually
Private Cart	\$150.00 Annually
Ride-A-Longs-per day	\$000.00

Daily Fees

18 Holes	\$ 12.00 per person
9 Holes	\$ 7.00 per person

Discounts Par 3

Senior and Military (62+) w/Senior Card- Weekday

18 holes	\$ 7.00
9 holes	\$ 4.00
Under 17 – Anytime - 18 holes	\$ 8.00
9 holes	\$ 4.00
Under 17 (After 4pm) 18 holes only	\$ 4.00

MASTER FEE SCHEDULE For TIERRA DEL SOL GOLF SERVICES

Memberships

Commercial Members	\$1,700.00 Annually (Card holder + 3)
Resident	\$ 400.00 Annually-see notes
Senior Resident (62+)	\$ 250.00 Annually-see notes
Resident Family	\$ 500.00 Annually-see notes
Non Resident	\$ 550.00 Annually-see notes
Non Resident Senior (62+)	\$ 495.00 Annually-see notes
Non Resident Family	\$ 750.00 Annually-see notes
Active Duty Military	\$ 400.00 Annually-see notes
Junior under 18	\$ 100.00 Annually-see notes

Weekday Green Fees:

(1) 18 holes:	\$ 18.00 per person
(2) 9 holes:	\$ 11.00 per person

Weekend and Holiday Green Fees:

(1) 18 holes:	\$ 23.00 per person
(2) 9 holes:	\$ 12.00 per person

Senior citizens, 62 years of age and older, receive 50% off weekday greens fees, and may purchase a "Senior Card" for \$20.00 annually for green fees as follows:

Weekday:

(1) 18 holes	\$ 8.50 per person
(2) 9 holes	\$ 6.00 per person

Weekend and Holiday:

- | | | |
|-----|----------|---------------------|
| (1) | 18 holes | \$ 23.00 per person |
| (2) | 9 holes | \$ 12.00 per person |

Golfers under the age of 18 years (Junior Golfers) shall pay the following green fees on weekdays, weekends and holidays:

- | | | |
|-----|-----------|--------------------|
| (1) | 18 holes: | \$ 8.00 per person |
| (2) | 9 holes: | \$ 4.00 per person |

Twilight Golf

Green fees and cart fees from persons starting after 1:00 p.m. on weekdays or 2:00 p.m. on weekends (twilight rates) are as follows:

- | | | |
|-----|--|----------|
| (1) | Weekdays: Golf and Cart | \$ 23.00 |
| (2) | Weekend and Holidays: Golf and Cart | \$ 28.00 |
| (3) | All Days: for single twilight cart. | \$ 11.00 |
| (4) | Super Twilight-Start at 1:30pm-Golf and Cart | \$ 15.00 |

Golf Cart Rental (for all persons):

- | | | |
|-----|-----------|-----------------------------------|
| (1) | 18 holes: | \$ 30.00 per cart for two persons |
| | | \$ 15.00 per cart for one person |
| (2) | 9 holes: | \$ 15.00 per cart |
| | | \$ 10.00 single cart |

Private Golf Cart

- | | |
|--------------------------------|--------------------|
| Private Golf Cart | \$ 450.00 Annually |
| Private Golf Cart Senior (62+) | \$ 400.00 Annually |

Ride Along

- | | |
|------------|--------------------|
| Family | \$ 8.00 per round |
| Non Family | \$ 10.00 per round |

Golf Specials:

- | | |
|---|----------|
| November/December Special-Everyday Twilight prices Start 12:00 PM | |
| Golf/Lunch Special-Golf/Cart/Lunch | \$ 31.00 |

Note: All memberships plus \$2.00 per round played

**MASTER FEE SCHEDULE
For
FIRE DEPARTMENT FEES AND COST RECOVERY RATES**

*Jeff Armstrong
Fire Chief*

Administration:

Burn Permit	No cost
Initial Fire Inspection:	\$ 90.00
Annual Fire Inspection / re-inspection	\$ 45.00
Self-Inspection:	No Cost
Fire/Incident Report:	\$ 10.00 (victim)
	\$ 45.00 (others)
Arson Case Report (subject to actual costs)	\$ 300.00
Witness testimony	\$ 73.00/hr
*Construction, Conditional use and Special Operations Permit:	\$ 50.00
*Permits involving Hazardous Materials or pyrotechnics:	\$ 100.00
<i>*Above permits include 1 site visit. Additional visits required are subject to re-inspect fees</i>	
Fire Works Booth Permit:	\$ 150.00
Illegal Fireworks Citation (CCMC)	\$1,500.00
Plan Review – One hour minimum	\$ 100.00/hr

Emergency Operations & Standby basic charges (plus materials):

OHV Rescue	\$ 350.00
Vehicle Fire:	\$ 605.00
Auto Extrication:	\$1,700.00
Air Ambulance Transport:	\$2,200.00
Hazardous Materials response:	\$2,400.00
Hazardous Materials Team Response:	\$5,700.00
Fire Investigation:	\$ 275.00/hr
Witness fees:	\$ 75.00/hr
Fire Engine:	\$ 400.00/hr
Brush Patrol:	\$ 300.00/hr
Water Tender:	\$ 300.00/hr
Squad:	\$ 300.00/hr
Command Vehicle/Utility:	\$ 300.00/hr
Chief Officer:	\$ 275.00/hr
FSO (Fire Safety Officer)	\$ 175.00/hr
Firefighter	\$ 73.00/hr

** (Any operation not captured in this fee schedule is subject to actual cost recovery of vehicle and personnel)

MASTER FEE SCHEDULE
For
California City Police Department

Eric Hurtado
Police Chief

RECORDS

Impound Vehicle Release-Cash, Certified Check or Money Order Only	\$ 125.00
Stored Vehicle Release-Administration Fee	\$ 20.00
Incident Report-per page	\$ 1.00
Crime Report- Under 24 pages	\$ 15.00
Over 25 Pages	\$ 25.00
Accident Report - PDO	\$ 15.00
Accident Report - CHP555	\$ 25.00
Vin Verification	\$ 10.00
Ticket Sign Off	\$ 10.00
Copy of Tape	\$ 35.00
Photos-plus reproduction cost + over 5 pictures on CD	\$ 20.00

FINGERPRINTS

Hard Copy Card	\$ 20.00
Live Scan- plus DOJ Fees	\$ 20.00

MISCULANIOUS ADMISISTRATION FEES

False Alarms First Event	\$ 25.00
False Alarms Second Event	\$ 75.00
False Alarms Third Event	\$ 125.00
Witness Fees for subpoena or deposition	\$ 275.00
Filming Call Out Full Time Sworn per hour	\$ 75.00
Filming Call Out Reserve / CSO per hour	\$ 50.00

FINES

CCMC Parking Violations	\$ 35.00
Regular Fines:	\$ 250.00
	\$ 500.00
	\$ 1,000.00
Correctable Violations:	\$ 10.00

OHV – PUBLIC

Family Pack Large	\$ 100.00
Family Pack Small	\$ 60.00
Additional Permits-only at time of Family Pack Purchase each	\$ 10.00
OHV Permit	\$ 15.00
OHV Permit Packs (4 permits)	\$ 50.00
Separate RV / Dump Pass	\$ 30.00
Daily Fees - Dump or Water	\$ 5.00
Two Free OHV Permits to any Military, LE, Fire with valid / current ID	\$ 0.00
Camping Fee Non Holiday Weekday per day	\$ 15.00
Camping Fee Non Holiday Weekend per day	\$ 25.00
Camping Fee Holiday Weekday per day	\$ 25.00
Camping Fee Holiday Weekend per day	\$ 40.00
1-Time Water Fill Max150 G + 1-RV Dump Station	\$ 5.00
Mail Order Handling	\$ 4.00

OHV VENDOR

Electrical Non Holiday Sun - Thurs per day	\$ 35.00
Electrical Non Holiday Fri - Sat per day	\$ 50.00
Non-Electrical Non Holiday Sun - Thurs per day	\$ 25.00
Non-Electrical Non Holiday Fri - Sat per day	\$ 35.00
Electrical Holiday Sun - Thurs per day	\$ 50.00
Electrical Holiday Fri - Sat per day	\$ 65.00
Non Electrical Holiday Sun - Thurs per day	\$ 35.00
Non Electrical Holiday Fri - Sat per day	\$ 45.00
City Business License up to 12 days per year	\$ 10.00
Cleaning Deposit per event	\$ 50.00
Airport Recreational Vehicle Storage Site per month	\$ 25.00

FIRE ADMINISTRATION FEES

Incident Reports (Fire, Accident, Medical)	\$ 45.00
Investigation Report (Arson, etc.)	\$ 45.00
Witness Fees for subpoena or deposition by city staff	\$ 75.00

ANIMAL CONTROL

Dog License unaltered per year	\$ 65.00
Dog License altered per year	\$ 10.00
Dog Impound First event	\$ 30.00
Dog Impound Second event	\$ 40.00
Dog Impound Third event or more	\$ 70.00
Dog Impound Vicious dog per event	\$ 100.00
Dog Impound First event female in heat	\$ 40.00
Dog Impound Second event or more female in heat	\$ 70.00
Animal Impound other than dog <25 lbs.	\$ 20.00
Animal Impound other than dog >25 lbs.	\$ 30.00
Redemption (in addition to above) per day- cat, goat, sheep, chicken and small domesticated animals	\$ 15.00
Redemption (in addition to above) per day- cow, horse or other large animal	\$ 25.00
Redemption (in addition to above) per day - wild animal	\$ 15.00
Burial or destroy cow, horse, large domestic animal	\$ 200.00
Burial or destroy all other animals	\$ 70.00
Animal Removal less than 3 months old per litter	\$ 20.00
Animal Removal fee cows, Horses, other large domestic animals	\$ 75.00
Adoption fee Dog and Pot Bellied Pigs each (Adoption \$15, Spay/Neuter \$40, Rabies \$10, License \$10)	\$ 75.00
Adoption fee Cat each (Adoption \$14, Spay/Neuter \$40)	\$ 55.00
Owner request pick up per animal other than large animal	\$ 20.00
Owner request pick up per animal large animal cow, horse other large domesticated animal each + trailer rental	\$ 175.00

*License non-renewal within 30 days of due date June 30th 100% annual license fee in addition to annual fee

City of California City
DEVELOPMENT IMPACT FEES INTRODUCTION ONLY

1. Police	\$1,216 ^(A) see notes)
2. Fire	\$ 915 ^(A) see notes)
3. Water	\$1,538 ^(A) see notes)
4. Sewer	\$ 954 ^(A) see notes)
System	\$1,350 ^(A) see notes)
WWTP	\$1,825 ^(A) see notes)
5. Roads	\$3,815 ^(A) see notes)
6. Parks	\$2,811 ^(A) see notes)
7. Storm Drainage	\$1,377 ^(A) see notes)
8. General Government-Facilities	
Total	\$15,801 per EDU

NOTES:

- A. Per Equivalent Dwelling Unit-Residential small commercial**
- Units up to \$100,000 @ 50% of dwelling unit fee
 - Units \$100,001 to \$200,000 @ 75% of dwelling unit fee
 - Units \$200,001 to \$500,000 @ 100% of dwelling unit fee
- B. Commercial- Industrial see EDU chart to calculate fee**
- C. Large Commercial-Industrial-Hospital, Prison etc = edu of developed acreage**

Equivalent Dwelling Unit Calculations Chart

HEI # 15411

City of California City Equivalent Dwelling Units (EDU) (Average Household of 2.7 person @ 100 gal/person/day)	
TYPE OF PREMISES	EDU DETERMINATION *
Single Family Residence	1.0
Duplex	2.0
Triplex	3.0
Apartment Building	1 Per Apartment
Condominium	1 Per Residence
Mobile Home	1 Per Unit
Motel	0.5 Per Room
Hotel	0.5 Per Room
Recreation Vehicle	0.2 Per Space
Travel Trailer	0.2 Per Space
Church with and without daycare	(No. of seats)(5 gals/day per seat) 270 gals/day per EDU
Church with and without daycare and kitchen	(No. of seats)(8 gals/day per seat) 270 gals/day per EDU
Office Building	(No. of suites)(1.0 EDU)
Office, Warehouse	(No. of restroom)(1.0 EDU)
Restaurant (internal seating; external seating with heater and misters; bar seating)	(No. of seats)(25 gals/day per seat) 270 gals/day per EDU
Bar/Tavern with and without food service	(No. of seats)(25 gals/day per seat) 270 gals/day per EDU
Medical Office	(No. of employees)(30 gals/day per employee) 270 gal per day EDU
Dental Office	(No. of employees)(30 gals/day per employee) 270 gal per day EDU
Hair and nail salon	(No. of employees)(30 gals/day per employee) 270 gal per day EDU
Gas station / Market	1.0
Grocery Store/supermarket	2.0
Carwash (recycle)	1.0
Laudromat	2 EDU 1st machine, 0.25 EDU each additional machine
Retail stores	1.0
Hospital	(Total no. of beds)(100 gals/day per bed) 270 gals/day per EDU
Prison	(Total No. of Beds)(100 gal/Day per Bed) 270 gal/ day per EDU
Elementary School	(No. of students)(20 gals/day per student) 270 gals/day per EDU
High School (with gym and cafeteria)	(No. of students)(28 gals/day per student) 270 gals/day per EDU
Other premises	Based on water consumption study performed on similar premise

* Round up to whole number

**City of California City Master Fees
Fiscal Year 2016-17**

Department <u>City Clerk</u>	<u>Service</u>	2016-17 <u>Current Fee</u>	2016-17 <u>New Fee</u>	Increase (Decrease)
	Notary	\$10.00	\$10.00	0
	Copies	\$0.25 per page	\$0.25 per page	0
	Special Event Permit + (SDR)		\$500.00	
	Filing Fee	\$25.00	\$25.00	0
	Notice of intent to circulate petition		\$200.00	
	Business License	\$125.00	\$125.00 Annual (Gross Income \$10,000 +)	0
		\$50.00	\$50.00 Annual (Gross Income \$10,000 -)	0
		\$25.00	\$25.00 Daily	0
		\$10.00	\$10.00 Non Profit or Event Vendor	0
	Code Enforcement Appeals	\$35.00	\$35.00	0
<u>Finance Fees</u>				
	NSF Returned Check	\$25.00	\$25.00	0
	(Subsequent Checks)	\$35.00	\$35.00	0
	Late Fee	\$21.40	\$21.40	0
<u>Miscellaneous Fees</u>				
	State Revolving Fund	\$1.00	\$1.00	0
	Sales & Use Tax	1%	1%	0
	Transoent Occupancy Tax	6%	6%	0
<u>Building Fees</u>				
	Minimum Permit Fee	\$1.00-\$500	\$56.00	\$56.00
	Application Fee - building, electric,	\$0.00	\$46.00	\$46.00
	Plan Revisions	NEW	\$40.00 + \$75.00 per hr.	\$40.00
	Demolition Permit	NEW	\$150.00 + \$46.00 application fee + SB 1473 fee	\$196.00
	Temporary Certificate of Occupancy	NEW	\$105.00 per first 30-day period	\$105.00
	Re-Inspection Fees	NEW	\$70.00	\$70.00
	Sign Permit (Plus Electrical permit if required)	NEW	\$215.00 + \$46.00 application fee + SB 1473 fee	\$261.00
	Sign Permit: copy change only	NEW	\$52.00 + SB 1473 fee	\$52.00
	Driveways	NEW	\$218.00	\$218.00
	Expired Permit: To Reissue - Minimum Fee	NEW	\$120.00 + \$46 application fee + SB 1473 fee	\$166.00
	Building Permit Fees	SAME	Based on most recent edition of the Uniform Building Code	0
	Mobile Home Installation Inspection	NEW	\$56.00	\$56.00
<u>Planning Fees</u>				
	Annexation Processing Fee	\$20,000	\$2,500.00	(\$18,500)
	Architectural Design and Site Plan Review			
	Staff Development Review (Business-Existing Bid)	\$750.00	\$750.00	0
	(Existing Business, Ownership Change, etc.)	\$750.00	\$250.00	(\$500.00)
	Multi-Family Residential	\$750.00	\$1,545.00	\$795.00
	Remodel	\$750.00	\$1,065.00	\$310.00
	Commercial	\$750.00	\$1,865.00	\$1,115.00
	Industrial	\$750.00	\$1,865.00	\$1,115.00
	Certificate of Compliance	\$300 + \$25	\$381.00 + \$25 per lot	\$81.00

Conditional Use Permit Res -proposed (fences, signs) 1	\$750.00	\$421.00	(\$329.00)
Conditional Use Permit Res -existing (fences, signs)	\$750.00	\$1,033.00	\$283.00
Conditional Use Permit – minor 2	\$750.00	\$842.00	\$92.00
Conditional Use Permit – moderate 3	\$750.00	\$1,414.00	\$664.00
Conditional Use Permit – major 4	\$750.00	\$2,061.00	\$1,311.00
Conditional Use Permit – Planned Dev. **	\$750.00	\$2,443.00	\$1,693.00
Engineering Review A Varies	NEW	Actual cost plus 10%, plus a \$1,000.00 deposit	Cost plus 10%
Floodplain Permit	NEW	\$190.00	\$190.00
General Plan Amendment **	\$1,000.00	\$1,526.00	\$1,526.00
Home Occupation Review	NEW	\$56.00	\$56.00
Lot Line Adjustment/Merger	\$250-\$350	\$375.00	\$125-\$25.00
Review by "Outside" Professionals A	NEW	Varies Actual cost plus 10%	Actual + 10%
Specific Plan **	NEW	Varies Actual cost plus 10%	Actual + 10%
Tentative Parcel Map **	\$1,850	\$1,414.00 A land division of four or fewer lots	
Tentative Subdivision Map **	1350.00+\$20 lot	\$1,814.00 + \$30.00 per lot - A land division of more than four lots	(\$436.00)
Variance – Proposed Development **	\$750.00	\$1,024.00	\$274.00
Variance – Existing Development **	\$750.00	\$1,024.00	\$274.00
Zone Change **	\$750.00	\$2,066.00	\$1,316.00
Zone Change – Planned Development **	\$750.00	\$2,257.00	\$1,507.00
Environmental Impact Report (EIR)		Varies Actual cost plus 10%	
Negative Declaration	\$250.00	\$3,080.00	\$1,830.00
Notice of Exemption	NEW	\$100.00	\$100.00
Notice of Determination Varies ***	SAME	Varies Actual cost plus 10% State Fee	0
Amendment to Conditions of Approval	NEW	\$652.00 Public hearing required	\$652.00
Appeals to the City Council	\$200.00	\$461.00 Public hearing required	\$261.00
Appeals to the Planning Commission	\$200.00	\$381.00 No public hearing required	\$181.00
Plan Check Fee	NEW	\$68.00 Per hour	\$68.00 HR
Final Map Check Fee	NEW	\$68.00 Per hour	\$68.00 HR
Development Improvement Inspection	NEW	Cost + 10%	cost + 10%
Final Parcel Map processing	NEW	\$762.00 This does not include map checking fees	\$762.00
Final Subdivision Map processing	\$400+\$30 lot	\$1,144.00 This does not include map checking fees	\$1,144
Day Care Large Family (9 -14)	\$60.00	\$120.00	\$60.00
Day Care Small Family (1 - 8)	Same	NC	0
Filming Permits -			
City Public Areas	\$100.00	\$ 250.00 per day per location	\$150
Airport-see also permit application	\$1,000.00	\$1,150.00 per day	\$150

Public Works

Fire Hydrant Fee (Private Meter) plus Deposit	NEW	\$56.00 - Deposit \$ 500	\$56.00
Fire Hydrant Fee (City Meter) plus Deposit	NEW	\$56.00 – Deposit \$1,000	\$56.00
Construction Water - 0.0585 per c.f. – 0.00782 per gallon	SAME	\$5.85 per 100 c.f.	0
Inspection Fee-water truck, water tank, etc	NEW	\$55.00	\$55.00
Back Flow Prevention Devices	NEW	Actual Cost	Actual cost
Well Permits	NEW	\$274.00	\$274.00
Testing and Sampling	NEW	Actual Cost	Actual cost
Encroachment Permits			
Encroachment Permit Review	NEW	Cost - Deposit \$250.00	
Concrete, sidewalk, curb & gutter	NEW	25 LF or less \$218.00	\$218.00
Concrete, sidewalk, curb & gutter	NEW	>25 & <100 LF \$274.00	\$274.00
Concrete, sidewalk, curb & gutter	NEW	>100 & <300 LF \$330.00	\$330.00

Concrete, sidewalk, curb & gutter	NEW	>300 & <500 LF \$386.00	\$386.00
Concrete, sidewalk, curb & gutter	NEW	>500 LF 2% of cost	2% of cost
AC or PCC Pavement	NEW	1000 SF or less \$274.00	\$274.00
AC or PCC Pavement	NEW	1001 to 3000 SF \$330.00	\$330.00
AC or PCC Pavement	NEW	3001 to 6000 SF \$386.00	\$386.00
AC or PCC Pavement	NEW	6001 to 10,000 SF \$442.00	\$442.00
AC or PCC Pavement More than	NEW	10,000 SF 2% of cost	2% of cost
Excavation outside pavement	NEW	200 LF or less \$162.00	\$162.00
Excavation outside pavement	NEW	> 200 LF \$162.00	\$162.00
** For Each Additional Foot over 200 feet 0.18 will be charged per foot			
Excavation inside pavement	NEW	100 LF or less \$240.00	\$240.00
Excavation inside pavement	NEW	101 to 500 LF \$274.00	\$274.00
Excavation inside pavement	NEW	501 TO 1000 LF \$312.00	\$312.00
Excavation inside pavement	NEW	1001 to 1500 LF \$356.00	\$356.00
Excavation inside pavement	NEW	1501 to 3000 LF \$390.00	\$390.00
Excavation inside pavement over	NEW	3000 LF \$487.00	\$487.00
AC Repair			
0-25 SF	NEW	\$312.50	\$312.50
26-50 SF	NEW	\$500.00	\$500.00
51-75 SF	NEW	\$637.50	\$637.50
76-100 SF	NEW	\$700.00	\$700.00
101-200 SF	NEW	\$1,000.00	\$1,000.00
Non Construction Permits Within Right-of-Way	NEW	\$56.00	\$56.00
Excessive Encroachment Permit Inspections	NEW	\$112.00	

Airport

Monthly Tie-Down Fees

Single Engine	\$25.00	\$25.00	\$0.00
Light Twin	\$35.00	\$35.00	\$0.00
Medium Twin	\$45.00	\$45.00	\$0.00
Heavy Twin	\$55.00	\$55.00	\$0.00
Gliders (Stored off Ramp in container)	\$25.00	\$25.00	\$0.00
Gliders on Ramp	\$40.00	\$40.00	\$0.00
Standard Office Space	\$100.00 Month	\$100.00 Month	\$0.00
Large Office Space	\$150.00 Month	\$150.00 Month	\$0.00
Restaurant facility	Contract Lease	Contract Lease	\$0.00
Full Size	\$170.00 per Mth + \$15	\$170.00 per Month + \$15 for electricity	\$0.00
Half Size	\$90.00 per Mth + \$15	\$90.00 per Month + \$15 for electricity	\$0.00
Daily Connections	\$20.00 per Night	\$20.00 per Night	\$0.00
Monthly Connections	\$500.00 per Month	\$500.00 per Month (1month max + power)	\$0.00
Airport RV Storage	\$45.00 per Month	\$45.00 per Month	\$0.00

Dial-A-Ride

General Public Cash Fare	\$1.70	\$1.70	\$0.00
Senior/ADA/Disabled	\$1.00	\$1.00	\$0.00
Senior Desert Jade	\$0.50	\$0.50	\$0.00

10-Ride General Public	\$17.00	\$17.00	\$0.00
10-Ride Senior/ADA/Disabled	\$10.00	\$10.00	\$0.00
Children Under 4 Feet 9 Inches	\$1.00	\$1.00	\$0.00
Medicare Card Holders Eligible For	\$1.00	\$1.00	\$0.00

Parks

Central Park Group Picnic Area – Small- Resident	\$5.00 hr + \$50 Deposit	\$5.00 per hour + \$50 Deposit	0
Non Resident	\$10.00 hr + \$50 Deposit	\$10.00 per hour + \$50 Deposit	0
Central Park Group Picnic Area – Large - Resident	\$15.00 hr + \$50 Deposit	\$15.00 per hour + \$50 Deposit	0
Non Resident	\$20.00 hr+ \$50 Deposit	\$20.00 per hour + \$50 Deposit	0
Park Vender Fee-Includes Business License	\$46.00 per day	\$46.00 per day	0
Ball Field Lights			
Resident	\$20.00 per hour	\$20.00 per hour	
Non-Resident	\$20.00 per hour	\$20.00 per hour	
Field Maintenance Fee – facilities and water	NEW	\$7.00 per user	\$7.00
Pool Facilities			
Swimming Pool Daily Open Session	\$1.50	\$2.50	\$1.00
Exclusive use Season Pass – Per Family of 5	\$50.00	\$70.00	\$20.00
Exclusive use Season Pass - Per individual	\$25.00	\$30.00	\$5.00
Swimming Lessons - Per Session	\$25.00	\$30.00	\$5.00
Adult Aquatic Aerobics – Per Month	\$20.00	\$25.00	\$5.00
Private Lessons - Four ¼ hr classes	\$40.00	\$60.00	\$20.00

Buildings

Strata Gym – Resident – Includes Staff (1)	\$75.00	\$95.00 per hour	\$20.00
Non-Resident – Includes Staff (1)	\$100.00	\$115.00 per hour	\$15.00
Strata Meeting Room - Resident	\$15.00 per hour	\$15.00 per hour	0
Non Resident	\$20.00 per hour	\$20.00 per hour	0
(After Hours Staff Fee + \$20 hr)			
Arts & Community Center – Includes Staff (1)	\$70.00 per hour	\$75.00 per hour	\$5.00
Non-Resident - Includes Staff (1)	\$95.00 per hour	\$100.00 per hour	\$5.00
Bob Parker Scout Lodge			
Resident use	NEW	\$75.00 per hour includes staff (1)	\$75.00
Non - Resident use	NEW	\$100.00 per hour includes staff (1)	\$100.00
Local non-profit	NEW	\$25.00 per hour day use includes staff (1)	\$25.00
Non-profit	NEW	\$50.00 per hour day use includes staff (1)	\$50.00
Annual pass – Local non-profits – 25 uses	NEW	\$500.00	\$500.00
Cleaning Deposit all users refundable	NEW	\$200.00	\$200.00
Scout Island Campground			
Local non-profit Tent Camping per camp site	NEW	\$6.00	\$6.00
Non-profit Tent Camping per camp site	NEW	\$10.00	\$10.00

Par 3

Memberships

Single	\$325.00	\$325.00 Annually	0
Family	\$400.00	\$400.00 Annually	0
Senior Single (62+)	\$250.00	\$250.00 Annually	0
Senior Family (62+)	\$325.00	\$325.00 Annually	0
Senior and Military Discount Card	\$10.00	\$20.00 Annually	0
Private Cart	NEW	\$150.00 Annually	0
Ride-A-Longs-per day	\$5.00	\$0.00	(\$5.00)

Daily Fees			
18 Holes	\$12.00	\$12.00 per person	
9 Holes	\$7.00	\$7.00 per person	
Discounts Par 3			
Senior and Military (62+) w/Senior Card- Weekday			
18 holes	\$7.00	\$7.00	0
9 holes	\$4.00	\$4.00	0
Under 17 – Anytime - 18 holes	\$8.00	\$8.00	0
9 holes	\$4.00	\$4.00	0
Under 17 (After 4pm) 18 holes only	\$4.00	\$4.00	0
Fire Department			
Administration:			
Burn Permit	No cost	No cost	0
Initial Fire Inspection:	\$90.00	\$90.00	0
Annual Fire Inspection / re-inspection	\$45.00	\$45.00	0
Self-Inspection:	No Cost	No Cost	0
Fire/Incident Report:			
	\$10.00 (victim)	\$10.00 (victim)	0
	\$45.00 (others)	\$45.00 (others)	0
Arson Case Report (subject to actual costs)	\$300.00	\$300.00	0
Witness testimony	\$73.00/hr	\$73.00/hr	0
*Construction, Conditional use and Special Operations Permit	\$50.00	\$50.00	0
*Permits involving Hazardous Materials or pyrotechnics:	\$100.00	\$100.00	0
Fire Works Booth Permit:	\$150.00	\$150.00	0
Illegal Fireworks Citation (CCMC)	\$1,500.00	\$1,500.00	0
Plan Review – One hour minimum	\$100.00/hr	\$100.00/hr	0
Emergency Operations			
OHV Rescue	NEW	\$350.00	\$350.00
Vehicle Fire:	\$605.00	\$605.00	0
Auto Extrication:	\$1,700.00	\$1,700.00	0
Air Ambulance Transport:	\$2,200.00	\$2,200.00	0
Hazardous Materials response:	\$2,400.00	\$2,400.00	0
Hazardous Materials Team Response:	\$5,700.00	\$5,700.00	0
Fire Investigation:	\$275.00/hr	\$275.00/hr	0
Witness fees:	\$75.00/hr	\$75.00/hr	0
Fire Engine:	\$400.00/hr	\$400.00/hr	0
Brush Patrol:	\$300.00/hr	\$300.00/hr	0
Water Tender:	\$300.00/hr	\$300.00/hr	0
Squad:	\$300.00/hr	\$300.00/hr	0
Command Vehicle/Utility:	\$300.00/hr	\$300.00/hr	0
Chief Officer:	\$275.00/hr	\$275.00/hr	0
FSO (Fire Safety Officer)	\$175.00/hr	\$175.00/hr	0
Firefighter	\$73.00/hr	\$73.00/hr	0

** (Any operation not captured in this fee schedule is subject to actual cost recovery of vehicle and personnel)

Police Department

RECORDS			
Impound Vehicle Release-Cash, Certified Check or Money Ord	\$125.00	\$125.00	
Stored Vehicle Release-Administration Fee	\$20.00	\$20.00	0

Incident Report-per page	\$1.00	\$1.00	0
Crime Report- Under 24 pages	\$15.00	\$15.00	0
Over 25 Pages	\$25.00	\$25.00	0
Accident Report - PDO	\$15.00	\$15.00	0
Accident Report - CHPSSS	\$25.00	\$25.00	0
Vin Verification	\$10.00	\$10.00	0
Ticket Sign Off	\$10.00	\$10.00	0
Copy of Tape	\$35.00	\$35.00	0
Photos-plus reproduction cost + over 5 pictures on CD	\$20.00	\$20.00	0
FINGERPRINTS			
Hard Copy Card	\$20.00	\$20.00	0
Live Scan- plus DOJ Fees	\$20.00	\$20.00	0
MISCULANIOUS ADMISISTRATION FEES			
False Alarms First Event	\$25.00	\$25.00	0
False Alarms Second Event	\$75.00	\$75.00	0
False Alarms Third Event	\$125.00	\$125.00	0
Witness Fees for subpoena or deposition	\$275.00	\$275.00	0
Filming Call Out Full Time Sworn per hour	\$75.00	\$75.00	0
Filming Call Out Reserve / CSO per hour	\$50.00	\$50.00	0
FINES			
CCMC Parking Violations	NEW	\$35.00	\$35.00
Regular Fines	NEW	\$250.00	\$250.00
	NEW	\$500.00	\$500.00
	NEW	\$1,000.00	\$1,000.00
Correctable Violations	NEW	\$10.00	\$10.00
OHV – PUBLIC			
Family Pack Large	\$100.00	\$100.00	0
Family Pack Small	\$60.00	\$60.00	0
Additional Permits-only at time of Family Pack Purchase each	\$10.00	\$10.00	0
OHV Permit	\$15.00	\$15.00	0
OHV Permit Packs (4 permits)	\$50.00	\$50.00	0
Separate RV / Dump Pass	\$30.00	\$30.00	0
Daily Fees - Dump or Water	\$5.00	\$5.00	0
Two Free OHV Permits to any Military, LE, Fire with valid / cur	\$0.00	\$0.00	0
Camping Fee Non Holiday Weekday per day	\$10.00	\$15.00	\$5.00
Camping Fee Non Holiday Weekend per day	\$25.00	\$25.00	0
Camping Fee Holiday Weekday per day	\$25.00	\$25.00	0
Camping Fee Holiday Weekend per day	\$40.00	\$40.00	0
1 Time Water Fill 150 G + 1 RV Dump	\$5.00	\$5.00	0
Mail Order Handling	\$4.00	\$4.00	0
OHV VENDOR			
Electrical Non Holiday Sun - Thurs per day	\$35.00	\$35.00	0
Electrical Non Holiday Fri - Sat per day	\$50.00	\$50.00	0
Non-Electrical Non Holiday Sun - Thurs per day	\$25.00	\$25.00	0
Non-Electrical Non Holiday Fri - Sat per day	\$35.00	\$35.00	0
Electrical Holiday Sun - Thurs per day	\$50.00	\$50.00	0
Electrical Holiday Fri - Sat per day	\$65.00	\$65.00	0
Non Electrical Holiday Sun - Thurs per day	\$35.00	\$35.00	0

Non Electrical Holiday Fri - Sat per day	\$45.00	\$45.00	0
City Business License up to 12 days per year	\$10.00	\$10.00	0
Cleaning Deposit per event	\$50.00	\$50.00	0
Airport Recreational Vehicle Storage Site per month	\$25.00	\$25.00	0
FIRE ADMINISTRATION FEES			
Incident Reports (Fire, Accident, Medical)	\$45.00	\$45.00	0
Investigation Report (Arson, etc.)	\$45.00	\$45.00	0
Witness Fees for subpoena or deposition by city staff	\$75.00	\$75.00	0
ANIMAL CONTROL			
Dog License unaltered per year	\$65.00	\$65.00	0
Dog License altered per year	\$10.00	\$10.00	0
Dog Impound First event	\$30.00	\$30.00	0
Dog Impound Second event	\$40.00	\$40.00	0
Dog Impound Third event or more	\$70.00	\$70.00	0
Dog Impound Vicious dog per event	\$100.00	\$100.00	0
Dog Impound First event female in heat	\$40.00	\$40.00	0
Dog Impound Second event or more female in heat	\$70.00	\$70.00	0
Animal Impound other than dog <25 lbs.	\$20.00	\$20.00	0
Animal Impound other than dog >25 lbs.	\$30.00	\$30.00	0
Redemption (in addition to above) per day- cat, goat, sheep, c	\$15.00	\$15.00	0
and small domesticated animals			
Redemption (in addition to above) per day- cow, horse or other	\$25.00	\$25.00	0
large animal			
Redemption (in addition to above) per day - wild animal	\$15.00	\$15.00	0
Burial or destroy cow, horse, large domestic animal	\$200.00	\$200.00	0
Burial or destroy all other animals	\$70.00	\$70.00	0
Animal Removal less than 3 months old per litter	\$20.00	\$20.00	0
Animal Removal fee cows, Horses, other large domestic animals	\$75.00	\$75.00	0
Adoption fee Dog and Pot Bellied Pigs each	\$75.00	\$75.00	0
(Adoption \$15, Spay/Neuter \$40, Rabies \$10, License \$10)			
Adoption fee Cat each	\$55.00	\$55.00	0
(Adoption \$14, Spay/Neuter \$40)			
Owner request pick up per animal other than large animal	\$20.00	\$20.00	0
Owner request pick up per animal large animal cow,			
horse other large domesticated animal each + trailer rental	\$175.00	\$175.00	0
License non-renewal within 30 days of due date June 30th 100% annual license fee in addition to annual fee			



City Council

Meeting Date: October 11th 2016

TO: Mayor and Council

FROM: Fire Chief Armstrong

Subject: Fire Station Construction – Change Work Order #3 Cont.

Background:

We are returning to Council to further discuss Change Work Order #3 that addresses the alternatives in the Fire Station construction plan. On June 28th 2016 we presented the City Council with these alternatives and the Automatic Gate and Bay Heaters were tabled. (alternate # 3R & 6)

Staff has reviewed available heater options as directed and continues to recommend the style as proposed. We also recommend purchasing the gate and gate opener as a package rather than having a gate made locally. This recommendation due to warranty and engineering that comes with a complete system purchase / installation.

Further delaying these two items will result in the heaters and a gate not being installed or included in the project as we are nearing the end of construction.

We will be requesting to fund the two alternatives from "reserves" (or retained earnings) not to exceed \$61,476.00. Savings in the electrical plan (done in-house) and amount being financed may cover a portion or all of this cost; therefore staff requests the approval and the use of reserves only as needed.

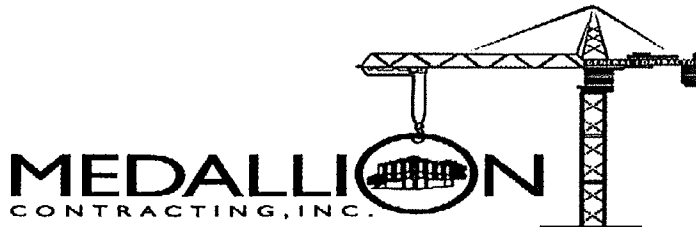
Recommendation:

Council approves Change Work order #3; Alternate #'s 3R & 6 (Gate & Heaters)

Fiscal Impact: \$61,476.00 (or less) from 98-7020-770 Fire Station Construction

The finance director has reviewed the staff report and finds the recommendation to be within the budget constraints of the Department.

Prepared By: Jeff Armstrong, Fire Chief on 10/6/2016



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

ARCHITECT: Helt Engineering - Attn: Miguel Pantoja

OWNER: California City - Attn: Joe Barragan

CHANGE ORDER #: 3R

DATE: 5/23/2016-8/9/2016

JOB #: 15413

DESCRIPTION: Per City's request: Provide cost to add 2 four fold doors,
provide cost, 6' wrought iron fence, with gate and motor, provide cost
to construct concrete light standards, provide cost to install radiant heaters
in truck bay, provide cost to furnish & install bike rack (Title 24 Req.)

PROJECT: Cal-City Fire Station #190

Note: All Electrical/Low Voltage/Controls to be provided by City,
Templates/Anchors bolts for light standards to be provided by City



ALTERNATE #1	2 - Four Fold Apparatus Door & 2- Motor operated Overhead doors		\$ 97,971.22
ALTERNATE #3R	Wrought Iron Fence, rolling gate & auto door opening system	Rev.8/9/2016	\$ 36,729.00
ALTERNATE #4	Concrete Light Standards		\$ 12,337.50
ALTERNATE #6	Radiant Tube Heater System in Truck Bay		\$ 24,750.00
ALTERNATE #7	Bike Rack		\$ 904.19
SUBTOTAL SUBCONTRACTORS			\$ 172,691.91
GENERAL LIABILITY		included	
SUBCONTRACTOR SUBTOTAL			\$ 172,691.91
MARK-UP ON SUB		included	
G.C. SUBTOTAL		included	
BOND		included	
TOTAL			\$ 172,691.91



SUBMITTED BY: Craig Fries

APPROVED BY: _____

DATE: _____

Need help? Call us today: 1.800.828.7450 (tel:1-800-828-7450)

 (<https://www.linkedin.com/company/roberts-gordon-llc?>)  (<http://www.twitter.com/IRtubeheating>)

 [FIND A REP. \(/find-a-rep\)](#)  [REP LOGIN \(/my-account.php\)](#)

[Infrared Components \(/infrared-heater-components\)](#)

[Heater Maintenance \(/infrared-heater-maintenance\)](#)

[Infrared Tube Rebates \(/infrared-heater-rebates\)](#)

REFLECTORS FOR INFRARED TUBE HEATERS

Redirecting heat, maximizing heater efficiency



Reflectors are designed in many different shapes and sizes, all of which produce different heat patterns. Reflectors direct heat and energy from the radiant tube, down into the space. The design of the reflector is critical to deliver as much of the energy from the heated tube to the floor level. A flawless design would allow for each reflector bend to direct heat to the space, without any rays directed back to the tube.

Roberts Gordon offers parabolic reflectors with two levels of efficiency - standard and high efficiency. Both reflector variations are available in aluminum and stainless steel. The type of material used and its reflective properties influence the effectiveness of the reflector. Aluminum is the preferred of these two options because of its reflective qualities. Stainless steel is traditionally used in outdoor applications (/outdoor-infrared-heater).

Aluminum’s reflective qualities make it the ideal metal for infrared tube reflectors.

We have been bending reflectors in Buffalo for over 50 years now. The manufacturing process has remained the same for decades, but now is the time for change! With new innovation and design, improvements have been made for ideal workflow and product consistency. The high efficiency reflector will be formed with a coil fed system. The standard reflector is manufactured using more traditional methods with prefabricated sheet stock. Utilizing a coil fed system keeps the manufacturing process consistent and reduces marginal material shifting.

Reflector Designs with Different Heat Patterns



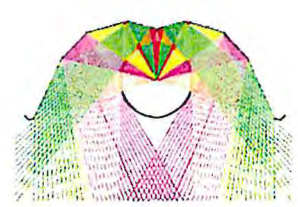
Competitor Reflector 1



Competitor Reflector 2



Competitor Reflector 3



**Roberts Gordon
Standard Reflector**

**Roberts Gordon
High Efficiency Reflector**

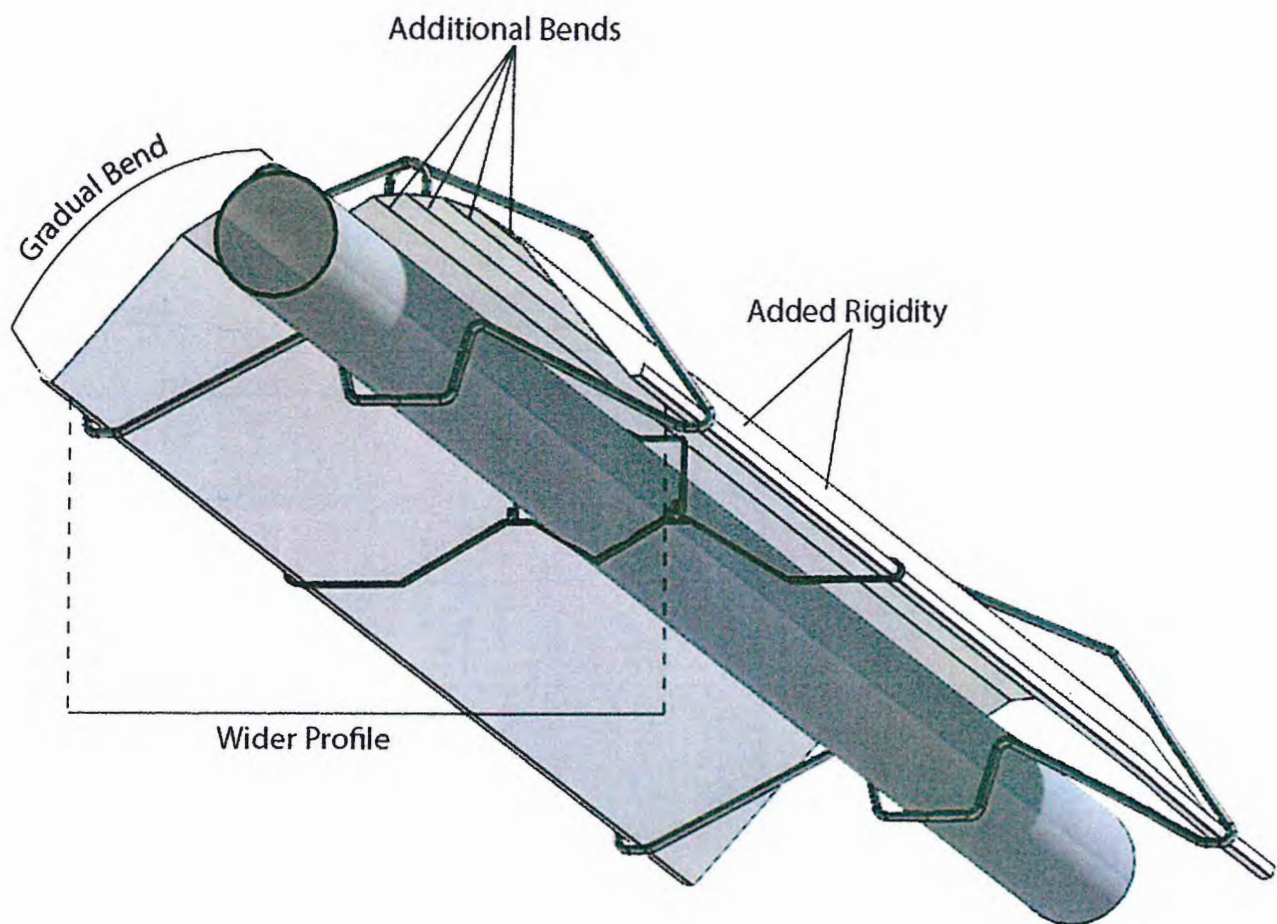


Roberts Gordon has re-designed and re-engineered the reflector. The high efficiency reflector has a wider heat pattern resulting in additional heat coverage with less amount of btus required. Additional reflector bends placed on a gradually curved parabolic shape decrease infrared tube heat loss. Overall, the high efficiency reflector has a higher measured radiant efficiency, as tested per the AHRI Standard 1330 ([http://www.ahrinet.org/App_Content/ahri/files/STANDARDS/ANSI/CAN.ANSI.AHRI_Standard_1330_\(E\)_2015.pdf](http://www.ahrinet.org/App_Content/ahri/files/STANDARDS/ANSI/CAN.ANSI.AHRI_Standard_1330_(E)_2015.pdf)) released early

2015.

The high efficiency reflector can be added to or replaced with any existing Roberts Gordon infrared heating systems (/infrared-product-range) to maximize heater efficiency and reduce fuel cost.


High Efficiency Reflector Advantages



High Efficiency Reflector Feature	High Efficiency Reflector Benefit
Additional Bends	Increased angles deliver more heat consistently to the space
Gradual Bend	Multiple bends designed to obtain maximum radiant output
Added Rigidity	Integrated stiffeners allow for a consistent form during thermal expansion
Wider Profile	Increased heat coverage produces optimal heat pattern



(/find-a-rep)

TOLL FREE  **1.800.828.7450** (tel:1-800-828-7450)

STAFF REPORT

For City Council

Council meeting date: October 11, 2016

To: Mayor and Council
From: Police Chief Hurtado
Subject: Title 22 Compliance / Accreditation of Police Dept. Basic Life Support program

Background:

"There is a paradigm shift happening in the public's expectations of how law enforcement handles medical emergencies. The days are over when officers stood around calling for medical aid on their radios, while a victim or even suspect died from their injuries. The public expects officers to render aid and attempt to save lives" – Lawrence Heiskell, M.D.¹

On June 25, 2014 the Commission on Peace Officer Standards and Training (POST) notified all Law Enforcement agencies via Bulletin No. 2014-10 (Attachment "A") of the additional training that all officers must complete and be efficient in Basic First Aid/CPR. There was a period of "Public Comment" that was held for this additional training.

On August 6, 2014 POST notified all Law Enforcement agencies via Bulletin No. 2014-14 (Attachment "B") of the amended regulations. This included the hourly break down on the "Optional" Skills (§ 100018).

On April 1, 2015, Title 22 of the California Code of Regulations (CCR) was amended to increase the emergency medical training standards applicable to all peace officers (Attachment "C"). The new requirements will go into effective April 1, 2017 and will reflect the increase of the public's expectations on law enforcement when dealing with a medical emergency. All new Law Enforcement Academies must include the additional training in their basic First Aid classes under Learning Domain #34.

There are "Optional" skills that each agency can include or exclude their officers to have and use. They include:

1. Administration of epinephrine by auto-injector for suspected anaphylaxis.
2. Supplemental oxygen therapy.
3. Administration of auto-injector for nerve agent exposure.
4. Administration of Naloxone for suspected narcotic overdose.
5. Use of oropharyngeal and nasopharyngeal airways.

¹ Heiskell, M.D., Lawrence. "Why Officers Need Advanced Medical Training." *Policemag.com* 9 June 2016: Online

The new requirements increasing the emergency medical training for law enforcement include the following:

- Health & Safety Code § 1797.197(b)(1) regarding “training and standards for all prehospital emergency medical care personnel, as defined in paragraph (2) of subdivision (a) of Section 1797.189, regarding the use and administration of naloxone hydrochloride and other opioid antagonists” (§ 1797.189(a)(2) in turn defines peace officers as “prehospital emergency medical care personnel”) (SB 1438).
- Health & Safety Code § 1797.197(a) regarding training and standards for assessment and treatment of anaphylactic reactions and use of epinephrine by “all prehospital emergency medical care personnel, as defined in paragraph (2) of subdivision (a) of Section 1797.189” (§ 1797.189(a)(2) in turn defines peace officers as “prehospital emergency medical care personnel”).
- Penal Code § 13519.12 regarding, among other things, tactical casualty care training for peace officers (AB 1598).
- Chapter 1.5 of Division 9 in Title 22 of the California Code of Regulations increasing the emergency medical care training requirements of peace officers.

State law does not yet outright require law enforcement agencies accredit emergency medical programs conducted below the Advanced EMT level (H&S Code § 1797.178 and § 1797.206), however, compliance with many requirements cannot be achieved without accreditation. For example:

Penal Code § 13518 requires peace officers to receive training in the use of bag valve mask and airway adjuncts to prevent the spread of communicable diseases. Similarly, the amended Title 22 requires peace officers to receive CPR and AED training “at the healthcare provider level” from American Heart Association guidelines (22 CCR § 100017(c)(1)(3)). The American Heart Association healthcare provider level CPR/AED course includes training with a bag valve mask. Title 22 CCR § 100019(d) and (g) however identifies bag valve mask and airway adjuncts as skills that cannot be used until the law enforcement agency is accredited by the **Local Emergency Medical Services Agency (LEMSA)**².

Health & Safety Code § 1797.197 requires training and standards for use of naloxone and epinephrine by “prehospital emergency medical care personnel”, a term which includes peace officers within its definition (H&S Code § 1797.189(a)(2)). Training and use of naloxone and epinephrine however requires LEMSAs accreditation (Title 22 CCR § 100019(c) and (f)). The use of Naloxone is quickly becoming an urgent need as the number of opiate overdoses has multiplied over the past few months. The California City Police Department responds to an average of 3-5 weekly. In some areas of the country, these deadly calls are growing at a faster pace. In one city alone, there was a recorded 20 reported overdoses in one night (Attachment “D”). Naloxone can be given

² Certified EMT's may use bag valve mask ventilation and basic airway adjuncts under their statewide basic scope of practice (22 CCR § 100063(a)(6)).

to officers or police K9's who accidentally become exposed to opiates in the course of drug investigations.

On April 14, 2015 (POST) notified all Law Enforcement agencies via Bulletin No. 2015-06 (Attachment "E") of the additional amendments to the regulation on the new requirements for Public Safety Personnel. This includes the required additional training of 8-hours for the new "Basic First Aid/CPR/AED" regulations.

The "Optional" skills can be completed "in-house" with existing personnel in accordance with LEMSA regulations. The additional skills are regulated by LEMSA (Attachment "F") and can be accomplished with an additional 20-hours of instruction for each officer.

Over the course of the preceding 12 months, staff has been in contact with the California Emergency Medical Services Authority, Kern County EMS Division, Kern County Sheriff's EMS training, California Highway Patrol's EMS program in Sacramento, as well as numerous other agencies to research current law enforcement practices within our region and prepare for the upcoming requirements.

Emergency medical aid by law enforcement is the first chain in the continuum of emergency medical care that the public rightfully expects. The public holds law enforcement accountable for medical aid that they *do not* provide.

Penal Code § 13518(a) requires police officers to meet, at a minimum, the emergency medical training requirements established by the California Emergency Medical Services Authority ("EMSA"). For years, CCPD has used both first aid responders and Basic Emergency Medical Technicians, in an unaccredited program, to provide emergency medical care, in certain circumstances, until a higher level-of-care arrives on-scene.

The time interval between the arrival of police and the time higher level-of-care arrives varies. Sometimes it is as short as three to five minutes, but, sometimes is 20 minutes or more in outlying areas of our 203 square mile city. Some members of the Police Department have already received EMT level training and it would be permissible through LEMSA to authorize those members to perform EMT level of pre-hospital care until Paramedics from CCFD or local ambulance provider arrives.

Improving the emergency medical care delivered by members of the police department *prior* to the arrival of our Fire Dept/Paramedics is the focus of this staff report.

Other law enforcement agencies with EMT's

- **Kern County Sheriff:** The Kern County Sheriff's Department (KCSO) is currently in the process of training their patrol deputies (approximately 550) to the higher emergency medical standards than just the basic First Aid/CPR requirements.

- Every Sheriff's Department patrol car is now equipped with an Automated External Defibrillator (AED), narcotic overdose antidote and other emergency medical supplies which includes Tactical Casualty Care equipment.

The Sheriff's Department utilizes EMT trained deputies in several of their departmental program areas. Additionally, KCSO has two Paramedic trained Deputy Sheriffs assigned to their SWAT and Search & Rescue aviation programs.

In 2017, KCSO will begin training patrol deputies to the Emergency Medical Responder (EMR) level. In addition, the Sheriff's Department recently received local accreditation from the Kern County EMS Division for both their emergency medical programs.

- **California Highway Patrol:** Every CHP Officer (approximately 10,000 plus) are trained at the Emergency Medical Responder level and hundreds of others are trained at the EMT level.

The CHP Air Operations along with their SWAT teams use Paramedic trained Highway Patrol Officers.

As a statewide agency, CHP's Emergency Medical Responder programs are accredited by the California Emergency Medical Services Authority.

- **Hawthorne Police:** All Hawthorne Police Officers (approximately 100) are currently trained to the Title 22 standards (which are not yet officially in place) and receive additional TCC training consistent with AB-1598.

Approximately 25% of HPD Officers are trained and equipped as EMT's.

- **Los Angeles County Sheriff:** All Los Angeles County Sheriff (LASD) Deputies (approximately 13,000 plus) are currently trained to the Title 22 standards (which are not yet officially in place).

LASD uses EMT trained Reserve Deputies and volunteers in their department's Search & Rescue program.

LASD also has Paramedic trained deputies in their SWAT and Search & Rescue aviation programs.

LASD's emergency medical programs are accredited by the Los Angeles County EMS Agency.

- **Morris Township Police (NJ):** The Police Dept. in Morris Township, NJ has a population of approximately 22,000 and a department of approximately 30 officers.

Morris Township PD has begun to train their officers as Emergency Medical Technicians for use across all department functions.

The need for officers to be prepared in Tactical First Aid & Medicine (TACMED)

The National Tactical Officers Association SWAT Standards (2015) called on law enforcement agencies to develop Tactical Medical capabilities. Similarly, California Peace Officer Standards and Training (POST) Operational Guidelines (2005) call for integration of a tactical medical element into the structure of the law enforcement agency.

In 2010, POST published standardized tactical medicine recommendations that, among other things, encouraged law enforcement agencies to develop comprehensive tactical medicine operational programs.

The recommendations established EMT level capability as the minimum standard for law enforcement agencies.

In the past 3-years, the California City Police Department responded to over 125 calls where someone received a traumatic injury (245 Penal Code: Assault with a deadly weapon) as the result of a crime.

Required steps for accreditation

To receive accreditation, the CCPD must submit an application to the Kern County EMS Division and agree to abide by system standards and protocols which include requirements for staffing, equipment inventory, record keeping and quality improvement.

The Kern County EMS reviews the application and approves the application only if it meets approval criteria. Additionally, the Provider accreditation is not transferrable between agencies.

The California City Police Department's existing non-accredited program already complies with many of the CCR Title 22 requirements that the accreditation will impose. However, provider accreditation will require this Department to contract with a "data vendor" to collect and submit electronic data to the Kern County EMS Division pursuant to section 1797.227 of the Health & Safety Code.

Additionally, this Department will have to partner with a medical director for Continuous Quality Improvement (CQI) and minor prescribing activities, and to acquire some

additional medical supplies compliant with minimum equipment inventory such as narcotic antidote overdose kits and automated external defibrillators.

The Police Department would enter an agreement with the same data provider as CCFD so the two departments are compatible.

Note: The California City Police Department has EMT trained members of the department who can fulfill CCPD's law enforcement specific needs upon accreditation of the Department program and appointment of a medical director. Those needs include force protection for Police Dept. employees and as well as public safety during law enforcement centered incidents when the Fire Dept. cannot safely or quickly access the injured.

If the department does not obtain accreditation and appoint a medical director however, the training investment in members of this department will go unutilized and those members may have to start the entire training program over again in the future instead of a simpler biannual recertification.

Summary

The California City Police Department needs to seek a provider accreditation with the Kern County EMS Division in order to comply with new regulatory and POST (Attachment "G") requirements.

The Police Department needs to be prepared for growing threats of terrorism, improved officer safety, meet higher public expectations, and provide a level of service comparable to that of the Kern County Sheriff, CHP and a growing list of other law enforcement agencies.

The Department regularly purchases emergency medical supplies and will incorporate much of the minimum inventory imposed by accreditation into existing budget lines. In addition, staff has identified grant sources of funding.

Acquisition of automated external defibrillators represents the largest one-time cost. Staff has identified **grant sources** that will substantially assist with the acquisition of AED's.

A medical director is required to participate in program CQI, facilitate acquisition of narcotic overdose antidote kits, oxygen airway adjuncts, and oversee AED use. The Police & Fire Rescue Departments will discuss in the future a "shared" medical director.

Due to our rural area, the Fire Department nor Hall's ambulance will not always be available when a medical emergency occurs. We as a Public Safety Agency have a duty to the public as well as our citizens to provide the very best service as humanly possible.

Additionally, Dr. Uner is currently a Medical Director for other Law Enforcement Agencies and is very familiar with the Patient Care Report Paperwork (PCR). Dr. Uner also trains with law enforcement on a regular basis.

Patient Care Report Program (PCR): This will be handled by the same company that the Fire Department uses, but we would need to pay our part. Health & Safety Code Section 1797.227 requires each agency to submit Patient Care Reports electronically, and each agency who provided patient care to any extent must submit reports independently of other agencies who participated in the patient care. CCPD has been in contact with the proposed data vendor and has negotiated a very low rate compared to other providers (less than \$2,000/year for CCPD).

AED's: Beside the cost from the Police Department's budget, we will be aggressively seeking grants from originations and companies such as Target Corp, National Rifle Association (NRA), etc., who provide police departments with these types of equipment.

Start-up Supplies: "C" O2 tanks Ten tanks at \$81.00 each	\$ 810.00
Naloxone 14 doses at \$100.00 per dose	\$1400.00
Nasopharyngeal airways 14 at \$10.00	<u>\$ 140.00</u>
Total	\$2350.00

The remaining balance of \$250.00 will be used for taxes and shipping.

Fiscal impact:

Approximately \$18,000.00 for first year start-up.

Medical Director (18-4212-630)	\$12,000.00
PCR program (18-4212-632)	\$ 2,000.00
AED's (16-4229-480)	\$ 1,400.00
Start-up Supplies (18-4212-450)	\$ 2,600.00

After the initial startup costs, we anticipate the yearly cost to be approximately \$16,000.00 depending on rise/fall of crime, Medical Director fee, PCR fees, supplies, etc.

Environmental impact:

None.

NOTE: We at the California City Police Department strive daily to provide the highest quality of service for our community and the numerous visitors that come to our City. This Staff Report is in no way an effort by the California City Police Department to take over patient care responsibilities from our Fire Department. All we are doing is following procedures that were set forth by the California Legislature.

Proposal Overview:

1. Allow California City Police Department to become Title 22 Compliant.
2. Allow California City Police Department to apply to the Local Emergency Medical Services Authority (LEMSA), to allow its officers to provide "Optional" skills under Title 22 then train and equip the officers to the "Optional" skills as regulated by POST & LEMSA
3. Allow the California City Police Department to apply with LEMSA as an "EMT" provider.

Recommendation:

- (1) Authorize the Police Chief to submit an application for The California City Police Department to allow "Optional" skills and EMT provider and sign a provider agreement with the Kern County EMS Division.
- (2) Authorize the Police Chief to sign an agreement with a data provider to transmit program data (PCR's) under the Police Department to the Kern County EMS Division using the same company as the California City Fire Department (CCFD).
- (3) Give direction to the Police & Fire Chiefs to prepare a recommendation for a joint Medical Director to cover both Departments.

Medical Director: The reason for this expense is that the Police Department would need a Medical Director who is local to review policies and protocols, act as the prescribing physician for oxygen, Naloxone, and other prescription basic life support supplies, is local and available for continuous quality improvement and audit, field monitoring, and training. An essential feature of the medical director is established relationships and lines of communication with the local health care system including local hospitals and the EMS Division. The 2010 POST Tactical Medicine guidelines call for a medical director who is board certified in emergency medicine or eligible for board certification from the American Board of Emergency Medicine, and who has experience working with law enforcement agencies. The requirement for board certification from the American Board of Emergency Medicine is common for medical directors involved in both law enforcement and fire service EMS programs.

One of the physicians who has expressed interest is Dr. Atilla Uner, who is an associate professor of Emergency Medicine at UCLA and also works at Antelope Valley Hospital ER.

October 11, 2016

Title 22 Changes

ATTACHMENT "A"

**Commission on Peace Officer Standards and Training**

1601 Alhambra Blvd
Sacramento, CA 95816-7083
www.post.ca.gov

Date: June 25, 2014

Bulletin: No. 2014-10

Subject: Proposed Amendment to First Aid Standards for Public Safety Personnel

The California Emergency Medical Services Authority (EMSA) establishes First Aid/CPR training standards for public safety personnel. EMSA is proposing to revise the California Code of Regulations, Division 9, Title 22, Chapter 1.5. First Aid Standards for Public Safety Personnel.

The Notice of Proposed Amendment of Regulations, Initial Statement of Reasons and the proposed regulation text are available for review at: http://www.emsa.ca.gov/Public_Comment. The 45-day public comment period is from May 23, 2014 through July 7, 2014. EMSA will hold a public hearing on July 7, 2014, at 10901 Gold Center Drive, Ste.400, in Rancho Cordova, CA 95670.

POST did not have an opportunity to provide input regarding these changes but recently met with EMSA to discuss the proposed content. After the meeting, EMSA advised some of the proposed changes would be adjusted. The changes are not currently posted on their website. It is not known when the final version of the proposed changes will be posted.

POST has determined the following changes in the posted proposal may be of specific interest to California law enforcement agencies and trainers:

- Section 100016(a) - The hourly requirements for basic first aid training remain the same (21 hours); but additional topics, including those listed below and others, are added.
- Section 100016(c) - New basic first aid (initial and refresher) training to include:
 - Nasopharyngeal (nasal) airways (NPAs) including insertion and assessment of placement (EMSA advises will be made optional training).
 - Bag valve mask.
 - Management of psychological emergencies.
 - Tactical and rescue first aid principles applied to special circumstances including:
 - Principles of tactical emergency casualty care,
 - Extrications and movement, and
 - Integration between EMS and law enforcement for active shooter incidents.
 - Officers will be required to be trained on the additional topics to be compliant with the new regulations. (Effective January 1, 2015.)
- Section 100017 - Public safety personnel are within their "scope of practice" for primary first aid skills, including those listed above, without a requirement for training or competency verification. (EMSA advises the training requirement will be added.)

**Commission on Peace Officer Standards and Training**

1601 Alhambra Blvd
Sacramento, CA 95816-7083
www.post.ca.gov

- Section 100020 - The requirements for refresher training have been reduced from 12 to 8 hours but the additional topics must be included.
- Section 100025(c) - Requires the use of a specific evaluation form during testing which can be completed only by an evaluator who "...shall be either a qualified instructor designated by an EMS approved training program...or by a qualified individual designated by an EMS service provider." (See "[Public Safety First Aid and CPR Skills Competency Verification form EMSA-PSSCV \(05/2014\)](#)" Page 3 on the EMSA website.)
- Section 100007 - Requires CPR standards to meet current American Heart Association's Emergency Cardiovascular Care Guidelines which state the "healthcare provider...should begin CPR and use the Automated External Defibrillator (AED) when available." However, the newly proposed AED training is under optional skills in Section 100018.

POST has identified additional issues that may have a direct impact on agency executives and training presenters (see attachment). The list may be useful in assessing the potential impact of the revised EMSA Regulations on training and field operations. These items may assist in the development of a written response and/or comments for the public hearing.

Agencies and training presenters are encouraged to thoroughly review the proposal; and, if desired, provide comment to EMSA through the written method specified on the EMSA website and/or at the public hearing to be held on July 7, 2014. Also, questions related to the noted pending or other possible changes not yet listed in the proposal should be directed to EMSA.

Please direct any questions related to this bulletin to Senior Consultant Lon Ramlan, Basic Training Bureau at (916) 227-4820 or Lon.Ramlan@post.ca.gov.

ROBERT A. STRESAK
Executive Director

Attachment

October 11, 2016

Title 22 Changes

ATTACHMENT "B"

**Commission on Peace Officer Standards and Training**

1601 Alhambra Blvd
Sacramento, CA 95816-7083
www.post.ca.gov

Date: August 6, 2014

Bulletin: No. 2014-14

Subject: Update on Proposed Amendment to First Aid Standards for Public Safety Personnel

As previously noted in Bulletin 2014-10, the California Emergency Medical Services Authority (EMSA), which establishes First Aid/CPR training standards for public safety personnel, has proposed revisions to the California Code of Regulations, Division 9, Title 22, Chapter 1.5, First Aid Standards for Public Safety Personnel. The initial 45-day public comment period was May 23, 2014 through July 7, 2014 and a public hearing was held July 7, 2014.

After the public hearing, EMSA released an amended proposal (see attached) and commenced a 15-day public comment period. The 15-day public comment period is from August 1, 2014 through August 15, 2014. The text of newly proposed regulations, comment table, notice of public comment, and a summary of comments with EMSA's responses related to the previous public comment period are posted at: http://www.emsa.ca.gov/Public_Comment.

Agencies and training presenters are encouraged to thoroughly review the proposal and, if desired, provide written comment to EMSA through the method specified on the EMSA website. POST is contacting various stakeholders to discuss the issues.

Bulletin 2014-10 listed the following changes in the initial proposal. EMSA adjustments made in the latest proposal are noted below in ***bold italic text***.

- ☐ Section 100007 - Requires CPR standards to meet current American Heart Association's Emergency Cardiovascular Care Guidelines which state the "healthcare provider...should begin CPR and use the Automated External Defibrillator (AED) when available." However, the newly proposed AED training is under optional skills in Section 100018.
 - o ***No change related to optional AED***
 - o ***Changed training basis from "current" AHA Guidelines to "2010" AHA Guidelines***
- ☐ Section 100016(a) - The hourly requirements for basic first aid/CPR training remain the same (21 hours); but additional topics, including those listed below and others, are added.
 - ☐ ***No change to initial training hours***
 - ☐ ***Topics have been added/deleted***
- ☐ Section 100016(c) - New basic first aid (initial and refresher) training to include:
 - o Nasopharyngeal (nasal) airways (NPAs) including insertion and assessment of placement

- **Moved to optional skills**
- Bag valve mask.
 - **Remains in basic training; No change**
- "Management of" psychological emergencies.
 - **Changed to "Identify signs and symptoms of...."**
- Tactical and rescue first aid principles applied to special circumstances including:
 - **"Special" circumstances changed to "Violent"**
 - Principles of tactical emergency casualty care
 - **Remains in basic training**
 - **Deleted term "emergency"**
 - Extrications and movement
 - **Remains in basic training; changed placement only**
 - Integration between EMS and law enforcement for active shooter incidents.
 - **Remains in basic training**
 - **Moved from "Tactical Casualty Care" to "Role of the Public Safety First Aid Provider"**
- Officers will be required to be trained on the additional topics to be compliant with the new regulations. (Effective January 1, 2015.)
 - **Existing training programs compliance date changed from 6 months to 24 months after effective date of regulation (see 100014)**
- Section 100017 - Public safety personnel are within their "scope of practice" for primary first aid skills, including those listed above, without a requirement for training or competency verification.
 - **Added training requirement**
- Section 100020 - The requirements for refresher training have been reduced from 12 to 8 hours but the additional topics must be included.
 - **Raises recertification hours from 8 hours back to 12 hours**
- Section 100025(c) - Requires the use of a specific evaluation form during testing which can be completed only by an evaluator who "...shall be either a qualified instructor designated by an EMS approved training program...or by a qualified individual designated by an EMS service provider." (See "Public Safety First Aid and CPR Skills Competency Verification form EMSA-PSSCV (05/2014)" Page 3 on the EMSA website.)
 - **The required form and evaluator qualifications have been removed**

Many of the issues previously identified by POST in Bulletin 2014-10 remain. Agencies and training presenters are again encouraged to thoroughly review the proposal and, if desired, provide written comment to EMSA through the method specified on the EMSA website. Please direct any questions related to this bulletin to Senior Consultant Lon Ramlan, Basic Training Bureau at (916) 227-4820 or lon.ramlan@post.ca.gov.

ROBERT A. STRESAK
Executive Director

Attachment

California Code of Regulations
Title 22. Social Security
Division 9. Prehospital Emergency Medical Services
Chapter 1.5. First Aid and CPR Standards and Training for Public Safety Personnel

The Emergency Medical Services Authority has illustrated changes to the original text in the following manner:

- ☐ Additions to text proposed in 45-day comment period = double underline
 - ☐ Deletions to text proposed in 45-day comment period = ~~double-strikeout~~
 - ☐ Additions to the original text = underline
 - ☐ Deletions to the original text = ~~strikeout~~
-

Article 1. Definitions

§ 100005. Automated External Defibrillator or AED.

“Automated External Defibrillator or AED” means an external defibrillator capable of cardiac rhythm analysis which will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections ~~1797.52~~, 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100006. Public Safety AED Service Provider. (no change)

§ 100007. Cardiopulmonary Resuscitation.

“Cardiopulmonary resuscitation” or “CPR” (CPR) means establishing and maintaining an open airway, ensuring adequate respiration, ~~either spontaneously or by use of rescue breathing~~, and ensuring adequate circulation either spontaneously or by means of closed chest cardiac compression, according to standards promulgated by the ~~current~~ 2010 American Heart Association’s (AHA) Emergency Cardiovascular Care (ECC) Guidelines, ~~and/or the American Red Cross.~~

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100008. Firefighter. (no change)

§ 100009. Public Safety First Aid.

“Public Safety First Aid” means the recognition of and immediate care for injury or sudden illness, including medical emergencies, by public safety personnel prior to the availability of medical care by licensed or certified health care professionals.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100010. Lifeguard. (no change)

§ 100011. Peace Officer. (no change)

§ 100012. Primarily Clerical or Administrative. (no change)

§ 100013. Qualified Instructor.

“Qualified instructor” is a trained individual who shall be certified to teach first aid and/or CPR by the approving authority specified in Section 100026 of this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100014. Regularly Employed. (no change)

Article 2. General Training Provisions

§ ~~100015~~ 100013. Application and Scope.

Except those whose duties are primarily clerical or administrative, the following regularly employed public safety personnel shall be trained to administer first aid, and ~~cardiopulmonary resuscitation~~ CPR according to the standards set forth in this Chapter:

- (a1) lifeguard;
- (b2) firefighter;
- (e3) peace officer.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ ~~100016~~ 100014. Training Programs In Operation.

Training programs in operation prior to the effective date of these regulations shall submit evidence of compliance with this Chapter to the appropriate approving Authority as specified in Section ~~100026~~ 100021 of this Chapter within ~~six (6)~~ twenty-four (24) months after the effective date of these regulations.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ ~~100017~~ 100015. Time Limitation for Initial Training.

The initial training requirements specified in Section 100016 of this Chapter shall be satisfactorily completed within one (1) year from the effective date of the individual's initial employment and, whenever possible, prior to assumption of regular duty in one of the personnel categories set forth in Section ~~100016~~ 100013 of this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

Article 3. Public Safety First Aid and CPR Training Standards

§ ~~100018~~ 100016. Scope of Course Public Safety First Aid and CPR Course Content.

(a) The initial course of instruction shall at a minimum consist of not less than ~~fifteen (15) hours in first aid and six (6) hours in cardiopulmonary resuscitation~~ twenty-one (21) hours in first aid and CPR.

(b) The course of instruction shall include, but need not be limited to, the following scope of courses as described in (c) below, which shall prepare personnel specified in Section ~~100016~~ 100013 of this Chapter to recognize the injury or illness of the individual and render assistance.

(c) The content of the training course shall include recognition and basic first aid level treatment of at least the following topics and shall be skill oriented:

(1) Emergency action principles which describe the basic problems of decision making in first aid; Role of the Public Safety First Aid provider;

(A) Personal safety;

(i) Scene size-up;

(B) Body substance isolation, including removing contaminated gloves;

(C) Legal considerations;

(D) Emergency Medical Services (EMS) access;

(E) Integration with EMS personnel to include active shooter incidents;

(F) Minimum equipment and First Aid kits;

(2) Heart attack and sudden cardiac arrest;

(A) Respiratory and circulatory systems;

(B) Heart attack;

(C) Sudden cardiac arrest and early defibrillation;

(D) Chain of survival;

(3) CPR for adults, children, and infants, following current the 2010 AHA ECC Guidelines at the Healthcare provider level, not inclusive of AED training;

(A) Basic airway management;

~~(B) Use of nasopharyngeal (nasal) airways (NPAs);~~

~~(i) Insertion and assessment of placement;~~

~~(ii) Indications and contraindications;~~

~~(C) Rescue breathing;~~

~~(i) Mouth-to-mouth;~~

~~(ii) Mouth-to-mask;~~

~~(iii) Bag valve mask (BVM).~~

~~(D) Chest compressions and CPR;~~

~~(E) Single rescuer CPR on adult, child and infant;~~

~~(F) Two rescuer CPR on adult, child and infant;~~

~~(G) Recovery position;~~

(4) Management of foreign body airway obstruction on adults, children, and infants;

(A) Conscious patients;

(B) Unconscious patients;

(5) Examination and assessment of Recognition and identification of adult and pediatric patients for both medical and traumatic emergencies;

(A) Performing a primary assessment;

(B) Performing physical secondary assessment;

(C) Obtaining a patient history;

(6) Medical Emergencies;

(A) Pain, severe pressure, or discomfort in chest;

(B) Breathing difficulties, including asthma and COPD;

(C) Allergic reactions and anaphylaxis;

(D) Altered mental status;

(E) Stroke;

(F) Diabetic emergencies;

(i) Administration of oral glucose.

(G) Seizures;

(H) Alcohol and drug emergencies;

(i) Assisted naloxone administration and accessing EMS.

(I) Severe abdominal pain;

(J) Obstetrical emergencies;

- ~~(K) Sudden Infant Death Syndrome (SIDS);~~
- (7) Burns;
 - (A) Thermal burns;
 - (B) Chemical burns;
 - (C) Electrical burns;
- (8) Facial Injuries;
 - (A) Objects in the eye;
 - (B) Chemical in the eye;
 - (C) Nosebleed;
 - (D) Dental emergencies;
- (9) Environmental Emergencies;
 - (A) Heat emergencies;
 - (B) Cold emergencies;
 - (C) Drowning;
- (10) Bites and Stings;
 - (A) Insect bites and stings;
 - (B) Animal and human bites;
 - (C) Assisted administration of epinephrine auto-injector and accessing EMS.
- (11) Poisoning;
 - (A) Ingested poisoning;
 - (B) Inhaled poisoning;
 - (C) Exposure to chemical, biological, ~~or~~ radiological, or nuclear (CBRN) substances;
 - (i) Recognition of exposure;
 - (ii) Scene safety;
 - (D) Poison control system;
- ~~(12) Management~~ Identify signs and symptoms of Psychological Emergencies;
- (13) Patient Movement;
 - (A) Emergency movement of patients;
 - (B) Lifts and carries;
 - (C) Extrication and movement of patients using soft litters and manual extractions including fore/aft, side-by-side, shoulder/belt.
- (14) Tactical and Rescue First Aid Principles Applied to ~~Special~~ Violent Circumstances;
 - (A) Principles of tactical ~~emergency~~ casualty care;
 - (i) Determining treatment priorities.
 - ~~(B) Extrication and movement of patients using soft litters and manual extractions including fore/aft, side-by-side, shoulder/belt;~~
 - ~~(C) Basic airway management;~~
 - ~~(D) Medical threat assessment and planning;~~
 - ~~(E) Integration between EMS and law enforcement for active shooter incidents;~~
- (15) Orientation to the EMS System, including:
 - (A) 9-1-1 access;
 - (B) Interaction with EMS personnel;
 - (C) ~~Orientation to~~ Identification of local EMS and trauma systems.
- (16) Trauma Emergencies;
 - (A) Soft tissue injuries and wounds;
 - (B) Amputations and impaled objects;
 - (C) Chest and abdominal injuries;
 - (i) Review of basic treatment for chest wall injuries
 - (ii) Application of chest seals;
 - (D) Head, neck, or back injury;
 - (E) Spinal immobilization;

(F) Musculoskeletal trauma and splinting;

(G) Recognition of signs and symptoms of shock;

(i) Basic treatment of shock;

(ii) Importance of maintaining normal body temperature;

(H) Internal bleeding;

(I) Control of bleeding, including direct pressure, tourniquet, hemostatic

Dressings, chest seals and dressings;

(i) Training in the use of hemostatic dressings shall consist of not less than one (1) hour resulting in competency in the application of hemostatic dressings. Included in the training shall be the following topics and skills:

(1) Review of basic methods of bleeding control to include but not be limited to direct pressure, pressure bandages, tourniquets, and hemostatic dressings and wound packing;

(2) Types of hemostatic dressings.

(2) First aid for medical emergencies, including sudden illnesses;

(3) Cardiac and respiratory emergencies, including cardiac and/or respiratory failures in victims of all ages;

(4) First aid for traumatic injuries including wounds, and life threatening bleeding;

(5) First aid for specific injuries, including care for specific injuries to different parts of the body;

(6) Bandaging, including materials and guidelines used in bandaging;

(7) First aid for environmental emergencies including burns, heat and chemical burns, electrical emergencies and exposure to radiation, or climatic changes;

(8) First aid for injuries to bones, muscles, and joints;

(9) Emergency rescue and transfer;

(10) First aid for obstetrical emergencies.

Note: Authority cited: Section 1797.107 and 1797.193, Health and Safety Code. Reference: Sections 1797.176, 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100019. Required Topics.

The content of the training course shall include at least the following topics and shall be skill-oriented:

(a) Examination and assessment of the victim;

(b) Orientation to the EMS system;

(c) Suspected heart attack or stroke;

(d) Fainting, convulsions, and/or suspected drug abuse;

(e) Heat exhaustion, heat stroke, hypothermia and frost bite;

(f) Mouth to mouth breathing and care for choking victims whether conscious or unconscious;

(g) Types of wounds and control of bleeding;

(h) Shock, and its causes, infection and closed wounds;

(i) Eye, face, scalp, jaw and ear injuries;

(j) Injuries of the head, neck, back, trunk, arms and legs;

(k) Exposure to toxic substances;

(l) Bites and stings by snakes, marine life and insects;

(m) Bandaging techniques, first aid kits and supplies;

(n) Determination of the severity of burns, including first, second, and third degree burns;

(o) Fractures, both open and closed, splinting, and care for fractures, sprains, strains and dislocated joints;

(p) Techniques of cardiopulmonary resuscitation; and

(q) Obstetrical emergencies.

Note: Authority cited: Section: 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100017. Scope of Practice Authorized Skills for Public Safety First Aid Providers

(a) A Public Safety First Aid provider during training, or while at the scene of an emergency, after completion of training and demonstration of competency to the satisfaction of the approved training provider for each skill listed in this section, is authorized to perform medical care including, but not limited to, CPR and may do any of the following:

- (1) Evaluate the ill and injured;
- (2) Provide treatment for shock.
- (3) Use the following techniques to support airway and breathing:
 - (A) Manual airway opening methods, including head-tilt chin lift and/ or jaw thrust;
 - (B) Manual methods to remove an airway obstruction in adults, children, and infants;
 - ~~(C) Use nasopharyngeal (nasal) airways (NPAs);~~
 - (D) Use the recovery position.
- ~~(4) Use~~ Perform the following during emergency care:
 - (A) Spinal immobilization;
 - (B) Splinting of extremities;
 - (C) Emergency eye irrigation using water or normal saline;
 - (D) Assist with administration of oral glucose;
 - (E) Assist patients with administration of physician-prescribed epinephrine devices and naloxone;
 - (F) Assist in emergency childbirth;
 - (G) Hemorrhage control using direct pressure, pressure bandages, principles of pressure points, and tourniquets. Hemostatic dressings and wound packing may be used when approved by the LEMSA Medical Director and from the list approved by the EMS Authority;
 - (H) Chest seals and dressings;
 - (I) Simple decontamination techniques and use of decontamination equipment;
 - (J) Care for amputated body parts;
 - (K) Provide basic wound care.

(b) The ~~scope of practice~~ authorized skills of a Public Safety First Aid provider shall not exceed those activities authorized in this section.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.176, 1797.182, 1797.183, 1797.220 and 1798, Health and Safety Code; and Section 13518, Penal Code.

§ ~~100020~~ 100018. Optional Skills.

(a) In addition to the activities authorized by Section ~~100019~~ 100017 of this Chapter, public safety personnel may perform any or all of the following optional skills specified in this section when the public safety first aid provider has been trained and tested to demonstrate competence following initial instruction, and when authorized by the Medical Director of the LEMSA.

(b) A LEMSA shall establish policies and procedures that require public safety first aid personnel to demonstrate trained optional skills competency at least every two years, or more frequently as determined by EMSQIP. AED when authorized by a public safety AED service provider.

(c) Administration of epinephrine by auto-injector for suspected anaphylaxis.

(1) Training in the administration of epinephrine shall consist of no less than two (2) hours to result in the public safety first aid provider being competent in the administration of epinephrine and managing a patient of a suspected anaphylactic reaction. Included in the training hours listed above shall be the following topics and skills:

- (A) Common causative agents;
- (B) Signs and symptoms of anaphylaxis;
- (C) Assessment findings;

(D) Management to include but not be limited to:

(E) Need for appropriate personal protective equipment and scene safety awareness:

(F) Profile of epinephrine to include, but not be limited to:

1. Class;

2. Mechanisms of drug action;

3. Indications;

4. Contraindications;

5. Dosage and route of administration;

6. Side/ adverse effects;

(G) Administration of epinephrine by auto-injector;

1. Site selection and administration;

2. Medical asepsis;

3. Disposal of contaminated items and sharps.

(2) At the completion of this training, the student shall complete a competency based written and skills examination for administration of epinephrine which shall include:

(A) Assessment of when to administer epinephrine;

(B) Managing a patient before and after administering epinephrine;

(C) Accessing 9-1-1 or advanced life support services for all patients suffering anaphylaxis or receiving epinephrine administration;

(D) Using universal precautions and body substance isolation procedures during medication administration;

(E) Demonstrating aseptic technique during medication administration;

(F) Demonstrate preparation and administration of epinephrine by auto-injector;

(G) Proper disposal of contaminated items and sharps.

(d) Supplemental oxygen therapy using a non-rebreather face mask or nasal cannula, and bag-valve-mask ventilation.

(1) Training in the administration of oxygen shall consist of no less than two (2) hours to result in the public safety first aid provider being competent in the administration of supplemental oxygen and use of bag-valve-mask ventilation for patient requiring oxygen administration and ventilation. Included in the training hours listed above shall be the following topics and skills:

(A) Integrating the use of supplemental oxygen by non-rebreather mask or nasal cannula based upon local EMS protocols;

(B) Assessment and management of patients with respiratory distress;

(C) Profile of Oxygen to include, but not be limited to:

1. Class;

2. Mechanism of Action;

3. Indications;

4. Contraindications;

5. Dosage and route of administration (mask, cannula, bag-valve-mask);

6. Side/ adverse effects;

(D) Oxygen Delivery Systems;

1. Set up of oxygen delivery including tank opening, use of regulator and liter flow selection.

2. Percent of relative oxygen delivered by type of mask;

3. Oxygen delivery for a breathing patient, including non-rebreather mask and nasal cannula;

4. Bag-Valve-Mask and Oxygen delivery for a non-breathing patient;

(E) Safety precautions.

(2) At the completion of the training, the student shall complete a competency based written and skills examination for the administration of oxygen which shall include the topics listed above and:

(A) Assessment of when to administer supplemental oxygen and ventilation with a bag-valve-mask;

- (B) Managing a patient before and after oxygen administration;
- (C) Demonstrating preparation of the oxygen delivery system;
- (D) Demonstrating application of supplemental oxygen by non-rebreather mask and nasal cannula on a breathing patient;
- (E) Demonstrating use of bag-valve-mask on a non-breathing patient.
- (e) Administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent exposure for self or peer care, when authorized by the medical director of a LEMSA or the Authority, while working for a public safety provider.
- (1) Training in the administration of auto-injectors containing atropine and pralidoxime shall consist of no less than two (2) hours, to result in the public safety first aid provider being competent in the administration of auto-injectors for nerve agent intoxication. Included in the training hours listed above shall be the following topics and skills:
 - (A) Integrating the use of auto-injectors for nerve agent intoxication based upon local EMS protocols;
 - (B) Assessment and recognition of patients with nerve agent intoxication;
 - (C) Management of patients with nerve agent exposure, including the need for appropriate personal protective equipment, decontamination principles, and scene safety awareness;
 - (D) Profile of atropine and pralidoxime chloride to include, but not be limited to:
 - 1. Class;
 - 2. Mechanism of action;
 - 3. Indications;
 - 4. Contraindications;
 - 5. Dosage and route of administration;
 - 6. Side/ adverse effects;
 - (E) Auto-Injector delivery and types (ie Duo-Dote, Mark I)
 - 1. Medical asepsis;
 - 2. Site selection and administration;
 - 3. Disposal of contaminated items and sharps;
 - 4. Safety precautions.
- (2) At the completion of the training, the student shall complete a competency based written and skills examination for the administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent intoxication which shall include the topics listed above and:
 - (A) Assessment of when to administer nerve agent auto-injector;
 - (B) Managing a patient before and after auto-injector administration;
 - (C) Accessing 9-1-1 or advanced life support services following administration of atropine and pralidoxime.
 - (D) Demonstrating preparation, site selection, and administration of the auto-injector;
 - (E) Demonstrating universal precautions and body substance isolation procedure during medication administration;
 - (F) Demonstrating aseptic technique during medication administration;
 - (G) Proper disposal of contaminated items and sharps.
 - (f) Administration of naloxone for suspected narcotic overdose.
- (1) Training in the administration of naloxone shall consist of no less than two (2) hours to result in the public safety first aid provider being competent in the administration of naloxone and managing a patient of a suspected narcotic overdose. Included in the training hours listed above shall be the following topics and skills:
 - (A) Common causative agents
 - (B) Assessment findings
 - (C) Management to include but not be limited to:
 - (D) Need for appropriate personal protective equipment and scene safety awareness
 - (E) Profile of Naloxone to include, but not be limited to:

1. Indications
2. Contraindications
3. Side/adverse effects
4. Routes of administration
5. Dosages
- (F) Mechanisms of drug action
- (G) Calculating drug dosages
- (H) Medical asepsis
- (I) Disposal of contaminated items and sharps
- (2) At the completion of this training, the student shall complete a competency based written and skills examination for administration of naloxone which shall include:
 - (A) Assessment of when to administer naloxone.
 - (B) Managing a patient before and after administering naloxone.
 - (C) Using universal precautions and body substance isolation procedures during medication administration.
 - (D) Demonstrating aseptic technique during medication administration.
 - (E) Demonstrate preparation and administration of parenteral medications by a route other than intravenous.
 - (F) Proper disposal of contaminated items and sharps.
 - (g) Use of oropharyngeal (oral) airways (OPAs) and nasopharyngeal (nasal) airways (NPAs).
- (1) Training in the use of OPAs and NPAs shall consist of not less than one (1) hour to result in the public safety first aid provider being competent in the use of the devices and airway control. Included in the above training hours shall be the following topics and skills:
 - (A) Anatomy and physiology of the respiratory system;
 - (B) Assessment of the respiratory system;
 - (C) Review of basic airway management techniques, which includes manual and mechanical;
 - (D) The role of OPA and NPA airway adjuncts in the sequence of airway control;
 - (E) Indications and contraindications of OPAs and NPAs;
 - (F) The role of pre-oxygenation in preparation for OPAs and NPAs;
 - (G) OPA and NPA insertion and assessment of placement;
 - (H) Methods for prevention of basic skills deterioration;
 - (I) Alternatives to the OPAs and NPAs.
- (2) At the completion of initial training a student shall complete a competency-based written and skills examination for airway management which shall include the use of basic airway equipment and techniques and use of OPAs and NPAs.
- (h) AED when authorized by a public safety AED service provider.
 - (1) Training for the AED shall consist of not less than ~~four (4) hours~~ two (2) hours and shall include the following topics and skills:
 - (A) Proper use, maintenance and periodic inspection of the AED.
 - (B) The importance of cardiopulmonary resuscitation (CPR), defibrillation, advanced life support (ALS), adequate airway care, and internal emergency response system, if applicable.
 - (C) Overview of the EMS system, the local EMS system's medical control policies, 9-1-1 access, and interaction with EMS personnel.
 - (D) Assessment of an unconscious patient, to include evaluation of airway, breathing, and circulation to determine cardiac arrest.
 - (E) Information relating to AED safety precautions to enable the individual to administer a shock without jeopardizing the safety of the patient or rescuers or other nearby persons.
 - (F) Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
 - (G) Rapid, accurate assessment of the patient's post-shock status.
 - (H) The appropriate continuation of care following a successful defibrillation.

(~~b~~ 2) In order to be authorized to utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard, which tests the ability to assess and manage the specified conditions listed in subsection (a) of this section.

(~~e~~ 3) A local EMS agency that approves public safety AED service providers shall:

(~~f~~ A) Approve and monitor training programs including refresher training within its jurisdiction to assure compliance with this Chapter.

(~~g~~ B) Approve the written and skills exam required for AED training course completion.

(~~h~~ C) Develop policies and procedures for approval of AED instructors by the local EMS agency medical director.

(4) To be authorized to instruct public safety personnel in the use of an AED, an AED instructor shall either:

(A) Complete an American Red Cross or American Heart Association recognized instructor course (or equivalent) including instruction and training in the use of an AED, or (B) Be approved by the local EMS agency director and meet the following requirements:

1. Be AED accredited or able to show competency in the proper utilization of an AED, and
2. Be able to demonstrate competency in adult teaching methodologies.

(4) Establish policies and procedures for medical control pursuant to Section 1798 of the Health and Safety Code.

(~~5~~ 6) Establish policies and procedures for the approval and designation of public safety AED service provider(s) which will include requirements that public safety AED service providers have policies and procedures, approved by the local EMS agency medical director, to

(A) provide orientation of AED accredited personnel to the AED,

(B) ensure continued competency of AED accredited personnel, and

(C) collect and report data to the local EMS agency, pursuant to Section ~~100021~~ 100019.

(~~6~~ 7) Establish policies and procedures to collect, maintain and evaluate patient care records.

(~~7~~ 8) Report annually to the EMS Authority on:

(A) The total number of patients, defibrillated; who were discharged from the hospital alive, and

(B) The data collected by public safety AED service providers pursuant to Section ~~100021~~ 100019 of this chapter.

Note: Authority cited: Section 1797.107 and 1797.197, Health and Safety Code. Reference: Sections ~~1797.52, 1797.58, 1797.74, 1797.90, 1797.175, 1797.176, 1797.182, 1797.183, 1798, 1798.2, 1798.4, 1798.100, 1798.102 and 1797.104~~, Health and Safety Code; and Section 13518, Penal Code.

§ Section ~~100021~~ 100019. Public Safety AED Service Provider.

A public safety AED service provider is an agency or organization that employs individuals as defined in Section ~~100015~~ 100013, and who obtain AEDs for the purpose of providing AED services to the general public.

(a) A public safety AED service provider shall be approved by the local EMS agency, or in the case of state or federal agencies, the EMS Authority, prior to beginning service. In order to receive and maintain AED service provider approval, a public safety AED service provider shall ensure compliance with the requirements of this Chapter.

(b) Public safety AED service provider approval may be revoked or suspended for failure to maintain the requirements of this section.

(c) A public safety AED service provider applicant shall be approved if they meet and provide the following:

(1) Provide orientation of AED authorized personnel to the AED;

(2) Ensure maintenance of AED equipment;

(3) Ensure initial training and continued competency of AED authorized personnel;

(4) Patient Care Reports (PCRs) shall document information required by and consistent with local EMS agency requirements. Collect and report to the local EMS agency where the defibrillation occurred, as required by the local EMS agency but no less than annually, data that includes, but is not limited to:

(A) ~~The number of patients with sudden cardiac arrest receiving CPR prior to arrival of emergency medical care.~~

(B) ~~The total number of patients on whom defibrillatory shocks were administered, witnessed (seen or heard) and not witnessed; and~~

(C) ~~The number of these persons who suffered a witnessed cardiac arrest whose initial monitored rhythm was ventricular tachycardia or ventricular fibrillation..~~

(5) Authorize personnel and maintain a listing of all public safety AED service provider authorized personnel and provide upon request to the local EMS agency or the EMS Authority.

(e d) An approved public safety AED service provider and their authorized personnel shall be recognized statewide.

NOTE: Authority cited: Section 1797.107, 1797.182 and 1797.183, Health and Safety Code.

Reference: Sections 1797.182 and, 1797.183 and 1797.190, Health and Safety Code and Section 13518, Penal Code.

§ 100022. Testing.

(a) ~~The course of instruction shall include a written and skills examination which tests the ability to assess and manage all the conditions listed in Sections 100018 and 100019 of this Chapter.~~

(b) ~~A passing standard shall be established by the training agency before administration of the examination.~~

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100023. Training Instructor Requirements.

(a) ~~Training in first aid and CPR for the personnel specified in Section 100016 of this Chapter shall be conducted by an instructor who is:~~

(1) ~~Proficient in the skills taught; and~~

(2) ~~qualified to teach by education and/or experience.~~

(b) ~~Determination of the instructor's qualifications shall be the responsibility of the agency whose training program has been approved by the Authority pursuant to Section 100026 of this Chapter.~~

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100024. Validation of Course Completion.

(a) ~~Each trainee who successfully completes an approved course of instruction and successfully passes a proficiency test shall be given written verification to that effect by the institution, organization or agency which provides the instruction.~~

(b) ~~Employing agencies which provide approved courses of instruction to their employees need not provide individual written verification but shall maintain a record of the names of trainees and the date(s) on which training courses have been completed for at least three (3) years.~~

(c) ~~Such training records shall be made available for inspection by the local EMS agency upon request.~~

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100025 100020. Public Safety First Aid and CPR Retraining Requirements.

(a) The retraining requirements of this Chapter shall be satisfied by successful completion of either:

(1) An approved retraining course which includes a review of the topics and demonstration of skills prescribed in this Chapter and which consists of no less than twelve (12) hours ~~eight (8) hours~~ of first aid and CPR every two (2) years; or

(2) By maintaining current and valid licensure or certification as an EMR, EMT, Advanced EMT, Paramedic, Registered Nurse, Physician Assistant, Physician or by maintaining current and valid EMR, EMT, AEMT or Paramedic registration from the National Registry of EMTs; or,

(23) Peace Officers may successfully complete a competency based written and skills pretest of the topics and skills prescribed in this Chapter with the following restrictions:

(A) That appropriate retraining be provided on those topics indicated necessary by the pretest, in addition to any new developments in first aid and CPR;

(B) A final test be provided covering those topics included in the retraining for those persons failing to pass the pretest; and

(C) The hours for the retraining may be reduced to those hours needed to cover the topics indicated necessary by the pretest.

(b) The entire retraining course or pretest may be offered to Peace Officers yearly by the any approved training course, as defined in Section 100021 ~~training agency~~, but in no event shall the retraining course or pretest be offered less than once every three (3) years.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

Article 4. Public Safety First Aid and CPR Course Approval Requirements ~~Training~~ Approval Options

§ ~~100026~~ 100021. Public Safety First Aid and CPR Approved Courses.

The training requirements of this Chapter may be satisfied by successfully completing any one of the following course options as determined by the employing agency in accordance with the course content contained in Section 100016 of this chapter:

(a) A course in public safety first aid, including CPR, developed and/or authorized by the Fire Service Training Program of the Office of the State Fire Marshal California Department of Forestry and Fire Protection (CAL FIRE) and approved by the EMS Authority; or

(b) A course in public safety first aid, including CPR, authorized by the Commission on Peace Officer's Standards and Training (POST) and approved by the EMS Authority; or

(c) A course in public safety first aid, including CPR, developed and authorized by the California Department of Parks and Recreation (DPR) and approved by the EMS Authority; or

~~(d) A course in first aid, including CPR, developed and authorized by the California Department of Forestry and Fire Protection and approved by the EMS Authority; or~~

~~(ed)~~ A course in public safety first aid, including CPR, developed and authorized by the Department of the California Highway Patrol (CHP) and approved by the EMS Authority; or

~~(f) A course in first aid, including CPR, sponsored and/or approved by the American Red Cross; or~~

~~(g) A course in first aid sponsored and/or approved by the American Red Cross and a course in CPR sponsored and/or approved by the American Heart Association; or~~

~~(he)~~ The U.S. Department of Transportation's first emergency medical responder (EMR) course which includes first aid practices and CPR, approved by the local EMS agency; or

~~(if)~~ A course of at least 21 hours in first aid equivalent to the standards of the American Red Cross and/or healthcare provider level CPR equivalent to the standards of the American Red Cross and/or American Heart Association in accordance with the course content contained in Section 100016 of this chapter and approved by the local EMS agency; or

~~(jg)~~ An EMT-I course which has been approved pursuant to Chapter 2 of this division; or

(k) An Advanced EMT-II (AEMT) course which has been approved pursuant to Chapter 3 of this division; or

(l) An EMT-P Paramedic course which has been approved pursuant to Chapter 4 of this division; or

(j) An EMR course approved by the Authority, and developed and authorized by CAL FIRE, POST, DPR, CHP or other Statewide public safety agency, as determined by the Authority.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100027100022. Course Approval Process.

(a) For those courses requiring approval, the following shall be submitted to the approving authority as specified in section 100021 of this chapter when requesting approval:

(a1) Name of the sponsoring institution, organization, or agency;

(b2) e-Detailed Course outline;

(e3) fFinal written examination with pre-established scoring standards; and

(d4) sSkill proficiency competency testing criteria, with pre-established scoring standards; and

(5) Name and qualifications of instructor(s).

(b) Course approval is valid for four (4) years from the date of approval, and shall be reviewed by the approving authority for approval every four (4) years, or sooner at the discretion of the approving authority.

(c) The approving authority may request additional materials or documentation as a condition of course approval.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100028. Program Review.

All course outlines, written tests, and proficiency testing criteria used in an approved program shall be subject to periodic review as determined by the approving Authority.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100023. Training Program Notification.

(a) The approving authority shall notify the training program submitting its request for training program approval within ~~fifteen (15)~~ twenty-one (21) working days of receiving the request that:

(1) The request has been received.

(2) The request contains or does not contain the information requested in Section 100021 and 100022 of this Chapter and,

(3) What information, if any, is missing from the request.

(b) Program approval or disapproval shall be made in writing by the approving authority to the requesting training program within a reasonable period of time after receipt of all required documentation. ~~This time period shall not to exceed three (3) four (4) months, unless applicant is notified in writing, extending the decision to no more than six (6) months from date of application.~~

(c) The approving authority shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.

(f) The LEMSA shall notify the Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, and program approval/ expiration date of program approval.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100024. Withdrawal of Program Approval

(a) Noncompliance with any criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this Chapter may result in denial, probation, suspension or revocation of program approval by the training program approving authority.

Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:

(1) A training program approving authority shall notify the approved training program course director in writing, by registered mail, of the provisions of this Chapter with which the training program is not in compliance.

(2) Within fifteen (15) working days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by registered mail, to the training program approving authority one of the following:

(A) Evidence of compliance with the provisions of this Chapter, or

(B) A plan for meeting compliance with the provisions of this Chapter within sixty (60) calendar days from the day of receipt of the notification of noncompliance.

(3) Within fifteen (15) working days of receipt of the response from the approved training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved training program, the training program approving authority shall notify the Authority and the approved training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the training program approval.

(4) If the training program approving authority decides to suspend, revoke, or place an training program on probation the notification specified in subsection (a)(3) of this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) calendar days from the date of the training program approving authority's letter of decision to the Authority and the training program.

Note: Authority cited: Sections 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100025. Testing.

(a) The initial and retraining course of instruction shall include a written and skills examination which tests the ability to assess and manage all of the conditions, content and skills listed in Sections 100016 and 100017 of this Chapter.

(b) A passing standard shall be established by the training agency before administration of the examination and shall be in compliance with the standard submitted to and approved by the approving authority according to sections 100021 and 100022.

(c) Public safety first aid and/or CPR training programs shall test the knowledge and skills specified in this chapter and have a passing standard that shall for successful completion of the course and shall ensure competency of each skill. ~~skills assessment using the Public Safety First Aid and CPR Skills Verification Form EMSA-PSSCV (05/2014), incorporated by reference.~~

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100026. Training Instructor Requirements.

(a) Training in Public Safety first aid and CPR for the personnel specified in Section 100013 of this Chapter shall be conducted by an instructor who is:

(1) Proficient in the skills taught; and

(2) Qualified to teach by education and/or experience.

(b) ~~Determination~~ Validation of the instructor's qualifications shall be the responsibility of the agency whose training program has been approved by the approving authority pursuant to Sections 100021 and 100022 of this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100027. Validation of Course Completion.

(a) Each trainee who successfully completes an approved course of instruction and successfully passes the competency based written and skills exams shall be given a certificate or written verification to that effect by the institution, organization or agency which provides the instruction.

(b) Each certificate or written verification of course completion shall include the following information:

(1) Indicate initial or refresher training and number of training hours completed;

(2) Topics completed;

(3) Date of issue;

(4) Date of expiration;

(i) Expiration of training for Firefighters and Lifeguards shall be 2 years from date of course completion;

(ii) Expiration of training for Peace Officers shall be no greater than 3 years from the date of course completion, in accordance with Section 13518, Penal Code.

(c) Each training program provider shall maintain a record of the names of trainees and the date(s) on which training courses have been completed for at least four (4) years.

(d) Such training records shall be made available for inspection by the local EMS agency or approving authority upon request.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100028. Program Review.

(a) All course outlines, written tests, and competency testing criteria used in an approved program shall be subject to oversight and periodic review as determined by the approving authority.

(b) Program approval and renewal is contingent upon continued compliance with all required criteria and provisions described in this Chapter, and may be revoked by the approving authority as described in Section 100024 of this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518,

October 11, 2016

Title 22 Changes

ATTACHMENT "B"

October 11, 2016

Title 22 Changes

ATTACHMENT "C"

**California Code of Regulations
Title 22. Social Security
Division 9. Prehospital Emergency Medical Services
Chapter 1.5. First Aid and CPR Standards and Training for Public Safety
Personnel**

Article 1. Definitions

§ 100005. Automated External Defibrillator or AED.

“Automated External Defibrillator or AED” means an external defibrillator capable of cardiac rhythm analysis which will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100006. Public Safety AED Service Provider.

“Public Safety AED Service Provider” means an agency, or organization which is responsible for, and is approved to operate, an AED.

Note: Authority cited Sections 1797.107, 1797.182 and 1797.183, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100007. Cardiopulmonary Resuscitation.

“Cardiopulmonary resuscitation” (CPR) means establishing and maintaining an open airway, ensuring adequate respiration, and ensuring adequate circulation either spontaneously or by means of closed chest cardiac compression, according to standards promulgated by the current American Heart Association (AHA) Guidelines for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiovascular Care (ECC).

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100008. Firefighter.

“Firefighter” means any regularly employed and paid officer, employee or member of a fire department or fire protection or firefighting agency of the State of California, or any city, county, city and county, district or other public or municipal corporation or political subdivision of California or any member of an emergency reserve unit of a volunteer fire department or fire protection district.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Section 1797.182, Health and Safety Code.

§ 100009. Public Safety First Aid.

"Public safety first aid" means the recognition of and immediate care for injury or sudden illness, including medical emergencies, by public safety personnel prior to the availability of medical care by licensed or certified health care professionals.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100010. Lifeguard.

"Lifeguard" means any regularly employed and paid officer, employee, or member of a public aquatic safety department or marine safety agency of the State of California, or any city, county, city and county, district or other public or municipal corporation or political subdivision of California.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Section 1797.182, Health and Safety Code.

§ 100011. Peace Officer.

"Peace officer" means any city police officer, sheriff, deputy sheriff, peace officer member of the California Highway Patrol, marshal or deputy marshal or police officer of a district authorized by statute to maintain a police department or other peace officer required by law to complete the training specified in this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Section 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100012. Primarily Clerical or Administrative.

"Primarily clerical or administrative" means the performance of clerical or administrative duties for ninety percent (90%) or more of the time worked within each pay period.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100013. Regularly Employed.

"Regularly employed" means being given wages, salary, or other remuneration for the performance of those duties normally carried out by lifeguards, firefighters, or peace officers.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code.

Article 2. General Training Provisions

§ 100014. Application and Scope.

Except those whose duties are primarily clerical or administrative, the following regularly employed public safety personnel shall be trained to administer first aid, CPR and use an AED according to the standards set forth in this Chapter:

- (1) lifeguard;
- (2) firefighter;

(3) peace officer.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100015. Training Programs In Operation.

Training programs in operation prior to the effective date of these regulations shall submit evidence of compliance with this Chapter to the appropriate approving Authority as specified in Section 100023 of this Chapter within twenty-four (24) months after the effective date of these regulations.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100016. Time Limitation for Initial Training.

The initial training requirements specified in Section 100017 of this Chapter shall be satisfactorily completed within one (1) year from the effective date of the individual's initial employment and, whenever possible, prior to assumption of regular duty in one of the personnel categories set forth in Section 100014 of this Chapter.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

Article 3. Public Safety First Aid and CPR Training Standards

§ 100017. Public Safety First Aid and CPR Course Content.

(a) The initial course of instruction shall at a minimum consist of not less than twenty-one (21) hours in first aid and CPR.

(b) The course of instruction shall include, but need not be limited to, the following scope of courses as described in (c) below, which shall prepare personnel specified in Section 100014 of this Chapter to recognize the injury or illness of the individual and render assistance.

(c) The content of the training course shall include recognition and basic first aid level treatment of at least the following topics and shall be competency based:

(1) Role of the public safety first aid provider;

(A) Personal safety;

(i) Scene size-up.

(B) Body substance isolation, including removing contaminated gloves;

(C) Legal considerations;

(D) Emergency Medical Services (EMS) access;

(E) Integration with EMS personnel to include active shooter incidents;

(F) Minimum equipment and first aid kits.

(2) Heart attack and sudden cardiac arrest;

(A) Respiratory and circulatory systems;

(B) Heart attack;

(C) Sudden cardiac arrest and early defibrillation;

(D) Chain of survival.

- 1 (3) CPR and AED for adults, children, and infants, following current AHA Guidelines for
- 2 CPR and ECC at the Healthcare provider level;
- 3 (A) Basic airway management;
- 4 (B) Rescue breathing;
- 5 (i) Mouth-to-mouth;
- 6 (ii) Mouth-to-mask;
- 7 (iii) Bag-valve-mask (BVM).
- 8 (C) Chest compressions and CPR/AED;
- 9 (i) Basic AED operation;
- 10 (ii) Using the AED;
- 11 (iii) Troubleshooting and other considerations.
- 12 (D) Single rescuer CPR/AED on adult, child and infant;
- 13 (E) Two rescuer CPR/AED on adult, child and infant;
- 14 (F) Recovery position.
- 15 (4) Management of foreign body airway obstruction on adults, children, and infants;
- 16 (A) Conscious patients;
- 17 (B) Unconscious patients.
- 18 (5) Recognition and identification of adult and pediatric patients for both medical and
- 19 traumatic emergencies;
- 20 (A) Performing a primary assessment;
- 21 (B) Performing a secondary assessment;
- 22 (C) Obtaining a patient history.
- 23 (6) Medical emergencies;
- 24 (A) Pain, severe pressure, or discomfort in chest;
- 25 (B) Breathing difficulties, including asthma and COPD;
- 26 (C) Allergic reactions and anaphylaxis;
- 27 (D) Altered mental status;
- 28 (E) Stroke;
- 29 (F) Diabetic emergencies;
- 30 (i) Administration of oral glucose.
- 31 (G) Seizures;
- 32 (H) Alcohol and drug emergencies;
- 33 (i) Assisted naloxone administration and accessing EMS.
- 34 (I) Severe abdominal pain;
- 35 (J) Obstetrical emergencies.
- 36 (7) Burns;
- 37 (A) Thermal burns;
- 38 (B) Chemical burns;
- 39 (C) Electrical burns.
- 40 (8) Facial injuries;
- 41 (A) Objects in the eye;
- 42 (B) Chemical in the eye;
- 43 (C) Nosebleed;
- 44 (D) Dental emergencies.
- 45 (9) Environmental emergencies;

- 1 (A) Heat emergencies;
- 2 (B) Cold emergencies;
- 3 (C) Drowning.
- 4 (10) Bites and stings;
- 5 (A) Insect bites and stings;
- 6 (B) Animal and human bites;
- 7 (C) Assisted administration of epinephrine auto-injector and accessing EMS.
- 8 (11) Poisoning;
- 9 (A) Ingested poisoning;
- 10 (B) Inhaled poisoning;
- 11 (C) Exposure to chemical, biological, radiological, or nuclear (CBRN) substances;
- 12 (i) Recognition of exposure;
- 13 (ii) Scene safety.
- 14 (D) Poison control system.
- 15 (12) Identify signs and symptoms of psychological emergencies.
- 16 (13) Patient movement;
- 17 (A) Emergency movement of patients;
- 18 (B) Lifts and carries which may include: using soft litters and manual extractions
- 19 including fore/aft, side-by-side, shoulder/belt.
- 20 (14) Tactical and rescue first aid principles applied to violent circumstances;
- 21 (A) Principles of tactical casualty care;
- 22 (i) Determining treatment priorities.
- 23 (15) Orientation to the EMS system, including:
- 24 (A) 9-1-1 access;
- 25 (B) Interaction with EMS personnel;
- 26 (C) Identification of local EMS and trauma systems.
- 27 (16) Trauma emergencies;
- 28 (A) Soft tissue injuries and wounds;
- 29 (B) Amputations and impaled objects;
- 30 (C) Chest and abdominal injuries;
- 31 (i) Review of basic treatment for chest wall injuries;
- 32 (ii) Application of chest seals.
- 33 (D) Head, neck, or back injury;
- 34 (E) Spinal immobilization;
- 35 (F) Musculoskeletal trauma and splinting;
- 36 (G) Recognition of signs and symptoms of shock;
- 37 (i) Basic treatment of shock;
- 38 (ii) Importance of maintaining normal body temperature.
- 39 (H) Internal bleeding;
- 40 (I) Control of bleeding, including direct pressure, tourniquet, hemostatic
- 41 dressings, chest seals and dressings;
- 42 (i) Training in the use of hemostatic dressings shall result in competency in the
- 43 application of hemostatic dressings. Included in the training shall be the following topics
- 44 and skills:

1 1. Review of basic methods of bleeding control to include but not be limited to direct
2 pressure, pressure bandages, tourniquets, and hemostatic dressings and wound
3 packing;

4 2. Types of hemostatic dressings.

5 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
6 1797.176, 1797.182, 1797.183, and 1797.193, Health and Safety Code; and Section
7 13518, Penal Code.
8

9 **§ 100018. Authorized Skills for Public Safety First Aid Providers**

10 (a) A Public safety first aid provider, after completion of training and demonstration of
11 competency to the satisfaction of the approved training provider for each skill listed in
12 this section, is authorized to perform medical care while at the scene of an emergency
13 including, but not limited to, CPR and AED and may do any of the following:

14 (1) Evaluate the ill and injured.

15 (2) Provide treatment for shock.

16 (3) Use the following techniques to support airway and breathing:

17 (A) Manual airway opening methods, including head-tilt chin-lift and/ or jaw thrust;

18 (B) Manual methods to remove an airway obstruction in adults, children, and infants;

19 (C) Use the recovery position.

20 (4) Perform the following during emergency care:

21 (A) Spinal immobilization;

22 (B) Splinting of extremities;

23 (C) Emergency eye irrigation using water or normal saline;

24 (D) Assist with administration of oral glucose;

25 (E) Assist patients with administration of physician-prescribed epinephrine devices and
26 naloxone;

27 (F) Assist in emergency childbirth;

28 (G) Hemorrhage control using direct pressure, pressure bandages, principles of
29 pressure points, and tourniquets. Hemostatic dressings may be used from the list
30 approved by the EMS Authority;

31 (H) Chest seals and dressings;

32 (I) Simple decontamination techniques and use of decontamination equipment;

33 (J) Care for amputated body parts;

34 (K) Provide basic wound care.

35 (b) The authorized skills of a public safety first aid provider shall not exceed those
36 activities authorized in this section.

37 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
38 1797.176, 1797.182, 1797.183, and 1797.197, Health and Safety Code; and Section
39 13518, Penal Code.
40

41 **§ 100019. Optional Skills.**

42 (a) In addition to the activities authorized by Section 100018 of this Chapter, public
43 safety personnel may perform any or all of the following optional skills specified in this
44 section when the public safety first aid provider has been trained and tested to

1 demonstrate competence following initial instruction, and when authorized by the
2 Medical Director of the local EMS agency (LEMSA).

3 (b) A LEMSAs shall establish policies and procedures that require public safety first aid
4 personnel to demonstrate trained optional skills competency at least every two years, or
5 more frequently as determined by the EMS quality improvement program (EMSQIP).

6 (c) Administration of epinephrine by auto-injector for suspected anaphylaxis.

7 (1) Training in the administration of epinephrine shall result in the public safety first aid
8 provider being competent in the administration of epinephrine and managing a patient of
9 a suspected anaphylactic reaction. The training shall include the following topics and
10 skills:

11 (A) Common causative agents;

12 (B) Signs and symptoms of anaphylaxis;

13 (C) Assessment findings;

14 (D) Management to include but not be limited to:

15 1. Need for appropriate personal protective equipment and scene safety awareness.

16 (E) Profile of epinephrine to include, but not be limited to:

17 1. Class;

18 2. Mechanisms of drug action;

19 3. Indications;

20 4. Contraindications;

21 5. Dosage and route of administration;

22 6. Side/ adverse effects.

23 (F) Administration of epinephrine by auto-injector including;

24 1. Site selection and administration;

25 2. Medical asepsis;

26 3. Disposal of contaminated items and sharps.

27 (2) At the completion of this training, the student shall complete a competency based
28 written and skills examination for administration of epinephrine which shall include:

29 (A) Assessment of when to administer epinephrine;

30 (B) Managing a patient before and after administering epinephrine;

31 (C) Accessing 9-1-1 or advanced life support services for all patients suffering
32 anaphylaxis or receiving epinephrine administration;

33 (D) Using universal precautions and body substance isolation procedures during
34 medication administration;

35 (E) Demonstrating aseptic technique during medication administration;

36 (F) Demonstrate preparation and administration of epinephrine by auto-injector;

37 (G) Proper disposal of contaminated items and sharps.

38 (d) Supplemental oxygen therapy using a non-rebreather face mask or nasal cannula,
39 and bag-valve-mask ventilation.

40 (1) Training in the administration of oxygen shall result in the public safety first aid
41 provider being competent in the administration of supplemental oxygen and use of bag-
42 valve-mask ventilation for a patient requiring oxygen administration and ventilation. The
43 training shall include the following topics and skills:

44 (A) Integrating the use of supplemental oxygen by non-rebreather mask or nasal
45 cannula based upon local EMS protocols;

(B) Assessment and management of patients with respiratory distress;

(C) Profile of Oxygen to include, but not be limited to:

1. Class;

2. Mechanism of Action;

3. Indications;

4. Contraindications;

5. Dosage and route of administration (mask, cannula, bag-valve-mask);

6. Side/ adverse effects.

(D) Oxygen Delivery Systems;

1. Set up of oxygen delivery including tank opening, use of regulator and liter flow selection;

2. Percent of relative oxygen delivered by type of mask;

3. Oxygen delivery for a breathing patient, including non-rebreather mask and nasal cannula;

4. Bag-Valve-Mask and Oxygen delivery for a non-breathing patient.

(E) Safety precautions.

(2) At the completion of the training, the student shall complete a competency based written and skills examination for the administration of oxygen which shall include the topics listed above and:

(A) Assessment of when to administer supplemental oxygen and ventilation with a bag-valve-mask;

(B) Managing a patient before and after oxygen administration;

(C) Demonstrating preparation of the oxygen delivery system;

(D) Demonstrating application of supplemental oxygen by non-rebreather mask and nasal cannula on a breathing patient;

(E) Demonstrating use of bag-valve-mask on a non-breathing patient.

(e) Administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent exposure for self or peer care, when authorized by the Medical Director of a LEMSA, while working for a public safety provider.

(1) Training in the administration of auto-injectors containing atropine and pralidoxime shall result in the public safety first aid provider being competent in the administration of auto-injectors for nerve agent intoxication. The training shall include the following topics and skills:

(A) Integrating the use of auto-injectors for nerve agent intoxication based upon local EMS protocols;

(B) Assessment and recognition of patients with nerve agent intoxication;

(C) Management of patients with nerve agent exposure, including the need for appropriate personal protective equipment, decontamination principles, and scene safety awareness;

(D) Profile of atropine and pralidoxime chloride to include, but not be limited to:

1. Class;

2. Mechanism of action;

3. Indications;

4. Contraindications;

5. Dosage and route of administration;

6. Side/ adverse effects.

(E) Auto-Injector delivery and types (i.e. Duo-Dote, Mark I);

1. Medical asepsis;

2. Site selection and administration;

3. Disposal of contaminated items and sharps;

4. Safety precautions.

(2) At the completion of the training, the student shall complete a competency based written and skills examination for the administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent intoxication which shall include the topics listed above and:

(A) Assessment of when to administer nerve agent auto-injector;

(B) Managing a patient before and after auto-injector administration;

(C) Accessing 9-1-1 or advanced life support services following administration of atropine and pralidoxime;

(D) Demonstrating preparation, site selection, and administration of the auto-injector;

(E) Demonstrating universal precautions and body substance isolation procedure during medication administration;

(F) Demonstrating aseptic technique during medication administration;

(G) Proper disposal of contaminated items and sharps.

(f) Administration of naloxone for suspected narcotic overdose.

(1) Training in the administration of naloxone shall result in the public safety first aid provider being competent in the administration of naloxone and managing a patient of a suspected narcotic overdose. The training shall include the following topics and skills:

(A) Common causative agents;

(B) Assessment findings;

(C) Management to include but not be limited to:

(D) Need for appropriate personal protective equipment and scene safety awareness;

(E) Profile of Naloxone to include, but not be limited to:

1. Indications;

2. Contraindications;

3. Side/adverse effects;

4. Routes of administration;

5. Dosages.

(F) Mechanisms of drug action;

(G) Calculating drug dosages;

(H) Medical asepsis;

(I) Disposal of contaminated items and sharps.

(2) At the completion of this training, the student shall complete a competency based written and skills examination for administration of naloxone which shall include:

(A) Assessment of when to administer naloxone;

(B) Managing a patient before and after administering naloxone;

(C) Using universal precautions and body substance isolation procedures during medication administration;

(D) Demonstrating aseptic technique during medication administration;

- (E) Demonstrate preparation and administration of parenteral medications by a route other than intravenous;
 - (F) Proper disposal of contaminated items and sharps.
 - (g) Use of oropharyngeal airways (OPAs) and nasopharyngeal airways (NPAs).
 - (1) Training in the use of OPAs and NPAs shall result in the public safety first aid provider being competent in the use of the devices and airway control and shall include the following topics and skills:
 - (A) Anatomy and physiology of the respiratory system;
 - (B) Assessment of the respiratory system;
 - (C) Review of basic airway management techniques, which include manual and mechanical;
 - (D) The role of OPA and NPA airway adjuncts in the sequence of airway control;
 - (E) Indications and contraindications of OPAs and NPAs;
 - (F) The role of pre-oxygenation in preparation for OPAs and NPAs;
 - (G) OPA and NPA insertion and assessment of placement;
 - (H) Methods for prevention of basic skills deterioration;
 - (I) Alternatives to the OPAs and NPAs.
 - (2) At the completion of initial training a student shall complete a competency based written and skills examination for airway management which shall include the use of basic airway equipment and techniques and use of OPAs and NPAs.
- Note: Authority cited: Section 1797.107 and 1797.197, Health and Safety Code.
Reference: Sections 1797.182, 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100020. Trial Studies.

Public safety personnel may perform any prehospital emergency medical care treatment procedure(s) or administer any medication(s) on a trial basis when approved by the Medical Director of the LEMSA and the Director of the Authority. The Medical Director of the LEMSA shall review the medical literature on the procedure or medication and determine in his/her professional judgment whether a trial study is needed.

(a) The Medical Director of the LEMSA shall review a trial study plan which, at a minimum, shall include the following:

- (1) A description of the procedure(s) or medication(s) proposed, the medical conditions for which they can be utilized, and the patient population that will benefit.
- (2) A compendium of relevant studies and material from the medical literature.
- (3) A description of the proposed study design, including the scope of study and method of evaluating the effectiveness of the procedure(s) or medication(s), and expected outcome.
- (4) Recommended policies and procedures to be instituted by the LEMSA regarding the use and medical control of the procedure(s) or medication(s) used in the study.
- (5) A description of the training and competency testing required to implement the study. Training on subject matter shall be consistent with the related topic(s) and skill(s) specified in Section 100160, Chapter 4 (Paramedic regulations), Division 9, Title 22, California Code of Regulations.

1 (b) The Medical Director of the LEMSA shall appoint a local medical advisory committee
2 to assist with the evaluation and approval of trial studies. The membership of the
3 committee shall be determined by the Medical Director of the LEMSA, but shall include
4 individuals with knowledge and experience in research and the effect of the proposed
5 study on the EMS system.

6 (c) The Medical Director of the LEMSA shall submit the proposed study and a copy of
7 the proposed trial study plan at least forty-five (45) calendar days prior to the proposed
8 initiation of the study to the Director of the Authority for approval in accordance with the
9 provisions of Section 1797.221 of the Health and Safety Code. The Authority shall
10 inform the Commission on EMS of studies being initiated.

11 (d) The Authority shall notify the Medical Director of the LEMSA submitting its request
12 for approval of a trial study within fourteen (14) working days of receiving the request
13 that the request has been received.

14 (e) The Director of the Authority shall render the decision to approve or disapprove the
15 trial study within forty-five (45) calendar days of receipt of all materials specified in
16 subsections (a) and (b) of this section.

17 (f) Within eighteen (18) months of the initiation of the procedure(s) or medication(s), the
18 Medical Director of the LEMSA shall submit to the Commission on EMS a written report
19 which includes at a minimum the progress of the study, number of patients studied,
20 beneficial effects, adverse reactions or complications, appropriate statistical evaluation,
21 and general conclusion.

22 (g) The Commission on EMS shall review the above report within two (2) meetings and
23 advise the Authority to do one of the following:

24 (1) Recommend termination of the study if there are adverse effects or if no benefit from
25 the study is shown.

26 (2) Recommend continuation of the study for a maximum of eighteen (18) additional
27 months if potential but inconclusive benefit is shown.

28 (3) Recommend the procedure or medication be added to the authorized skills for public
29 safety personnel.

30 (h) If option (g)(2) is selected, the Commission on EMS may advise continuation of the
31 study as structured or alteration of the study to increase the validity of the results.

32 (i) At the end of the additional eighteen (18) month period, a final report shall be
33 submitted to the Commission on EMS with the same format as described in (f) above.

34 (j) The Commission on EMS shall review the final report and advise the Authority to do
35 one of the following:

36 (1) Recommend termination or further extension of the study.

37 (2) Accept the study recommendations.

38 (3) Recommend the procedure or medication be added to the authorized skills for public
39 safety personnel.

40 (k) The Authority may require a trial study(ies) to cease after thirty-six (36) months.

41 Note: Authority cited: Section 1797.107 and 1797.170, Health and Safety Code.

42 Reference: Sections 1797.182, 1797.183, and 1797.221, Health and Safety Code.

§ 100021. Public Safety AED Service Provider.

A public safety AED service provider is an agency or organization that employs individuals as defined in Section 100014, and who obtain AEDs for the purpose of providing AED services to the general public.

(a) A public safety AED service provider shall be approved by the LEMSA, or in the case of state or federal agencies, the EMS Authority, prior to beginning service. In order to receive and maintain AED service provider approval, a public safety AED service provider shall ensure compliance with the requirements of this Chapter.

(b) Public safety AED service provider approval may be revoked or suspended for failure to maintain the requirements of this section.

(c) A public safety AED service provider applicant shall be approved if they meet and provide the following:

(1) Provide orientation of AED authorized personnel to the AED;

(2) Ensure maintenance of AED equipment;

(3) Ensure initial training and continued competency of AED authorized personnel;

(4) Authorize personnel and maintain a listing of all public safety AED service provider authorized personnel and provide upon request to the LEMSA or the EMS Authority.

(d) An approved public safety AED service provider and their authorized personnel shall be recognized statewide.

Note: Authority cited: Section 1797.107, 1797.182 and 1797.183, Health and Safety Code. Reference: Sections 1797.182, 1797.183 and 1797.190, Health and Safety Code and Section 13518, Penal Code.

§ 100022. Public Safety First Aid and CPR Retraining Requirements.

(a) The retraining requirements of this Chapter shall be satisfied every two years by successful completion of:

(1) An approved retraining course which includes a review of the topics and demonstration of skills prescribed in this Chapter and which consists of no less than eight (8) hours of first aid and CPR including AED every two (2) years; or

(2) By maintaining current and valid licensure or certification as an EMR, EMT, Advanced EMT, Paramedic, Registered Nurse, Physician Assistant, Physician or by maintaining current and valid EMR, EMT, AEMT or Paramedic registration from the National Registry of EMTs; or

(3) Successful completion of a competency based written and skills pretest of the topics and skills prescribed in this Chapter with the following restrictions:

(A) That appropriate retraining be provided on those topics indicated necessary by the pretest, in addition to any new developments in first aid and CPR;

(B) A final test be provided covering those topics included in the retraining for those persons failing to pass the pretest; and

(C) The hours for the retraining may be reduced to those hours needed to cover the topics indicated necessary by the pretest.

(b) The entire retraining course or pretest may be offered yearly by any approved training course, as defined in Section 100023, but in no event shall the retraining course including CPR and AED or pretest be offered less than once every two (2) years.

1 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
2 1797.182 and 1797.183, 1797.210, Health and Safety Code; and Section 13518, Penal
3 Code.

4 5 **Article 4. Public Safety First Aid and CPR Course Approval Requirements**

6 7 **§ 100023. Public Safety First Aid and CPR Approved Courses.**

8 The training requirements of this Chapter may be satisfied by successfully completing
9 any one of the following course options as determined by the employing agency in
10 accordance with the course content contained in Section 100017 of this chapter:

11 (a) A course in public safety first aid, including CPR and AED, developed and/or
12 authorized by the California Department of Forestry and Fire Protection (CAL FIRE) and
13 approved by the EMS Authority; or

14 (b) A course in public safety first aid, including CPR and AED, authorized by the
15 Commission on Peace Officer Standards and Training (POST) and approved by the
16 EMS Authority. No later than 24-months from the adoption of these regulations, POST,
17 in consultation with the Authority, shall develop the course curriculum and testing
18 competency standards for these regulations as they apply to peace officers; or

19 (c) A course in public safety first aid, including CPR and AED, developed and
20 authorized by the California Department of Parks and Recreation (DPR) and approved
21 by the EMS Authority; or

22 (d) A course in public safety first aid, including CPR and AED, developed and
23 authorized by the Department of the California Highway Patrol (CHP) and approved by
24 the EMS Authority; or

25 (e) The U.S. Department of Transportation's emergency medical responder (EMR)
26 course which includes first aid practices and CPR and AED, approved by the LEMSA;
27 or

28 (f) A course of at least 21 hours in first aid equivalent to the standards of the American
29 Red Cross and healthcare provider level CPR and AED equivalent to the standards of
30 the American Heart Association in accordance with the course content contained in
31 Section 100017 of this chapter and approved by the LEMSA; or

32 (g) An EMT course which has been approved pursuant to Chapter 2 of this division; or

33 (h) An Advanced EMT (AEMT) course which has been approved pursuant to Chapter 3
34 of this division; or

35 (i) Paramedic course which has been approved pursuant to Chapter 4 of this division; or

36 (j) An EMR course approved by the Authority, and developed and authorized by CAL
37 FIRE, POST, DPR, CHP or other Statewide public safety agency, as determined by the
38 Authority.

39 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
40 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

41 42 **§ 100024. Course Approval Process.**

43 (a) For those courses requiring approval, the following shall be submitted to the
44 approving authority as specified in Section 100023 of this chapter when requesting
45 approval:

- (1) Name of the sponsoring institution, organization, or agency;
 - (2) Detailed course outline;
 - (3) Final written examination with pre-established scoring standards; and
 - (4) Skill competency testing criteria, with pre-established scoring standards; and
 - (5) Name and qualifications of instructor(s).
- (b) Course approval is valid for four (4) years from the date of approval, and shall be reviewed by the approving authority for approval every four (4) years, or sooner at the discretion of the approving authority.
- (c) The approving authority may request additional materials or documentation as a condition of course approval.
- Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100025. Training Program Notification.

(a) The approving authority shall notify the training program submitting its request for training program approval within twenty-one (21) working days of receiving the request that:

- (1) The request has been received,
 - (2) The request contains or does not contain the information requested in Section 100023 and 100024 of this Chapter and,
 - (3) What information, if any, is missing from the request.
- (b) Program approval or disapproval shall be made in writing by the approving authority to the requesting training program within a reasonable period of time after receipt of all required documentation as specified by LEMSA policy.

(c) The approving authority shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.

(d) The LEMSA shall notify the Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, and program approval/ expiration date of program approval.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100026. Withdrawal of Program Approval

(a) Noncompliance with any criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this Chapter may result in denial, probation, suspension or revocation of program approval by the training program approving authority.

(b) Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:

- (1) A training program approving authority shall notify the approved training program course director in writing, by registered mail, of the provisions of this Chapter with which the training program is not in compliance.

(2) Within fifteen (15) working days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by registered mail, to the training program approving authority one of the following:

(A) Evidence of compliance with the provisions of this Chapter, or

(B) A plan for meeting compliance with the provisions of this Chapter within sixty (60) calendar days from the day of receipt of the notification of noncompliance.

(3) Within fifteen (15) working days of receipt of the response from the approved training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved training program, the training program approving authority shall notify the Authority and the approved training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the training program approval.

(4) If the training program approving authority decides to suspend, revoke, or place an training program on probation the notification specified in subsection (a)(3) of this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) calendar days from the date of the training program approving authority's letter of decision to the Authority and the training program.

Note: Authority cited: Sections 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100027. Testing.

(a) The initial and retraining course of instruction shall include a written and skills examination which tests the ability to assess and manage all of the conditions, content and skills listed in Sections 100017 and 100018 of this Chapter.

(b) A passing standard shall be established by the training agency before administration of the examination and shall be in compliance with the standard submitted to and approved by the approving authority according to Sections 100023 and 100024.

(c) Public safety first aid and/or CPR training programs shall test the knowledge and skills specified in this chapter and have a passing standard for successful completion of the course and shall ensure competency of each skill.

Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

§ 100028. Training Instructor Requirements.

(a) Training in public safety first aid and CPR for the personnel specified in Section 100014 of this Chapter shall be conducted by an instructor who is:

(1) Proficient in the skills taught; and

(2) Qualified to teach by education and/or experience.

(b) Validation of the instructor's qualifications shall be the responsibility of the agency whose training program has been approved by the approving authority pursuant to Sections 100023 and 100024 of this Chapter.

1 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
2 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

3
4 **§ 100029. Validation of Course Completion.**

5 (a) Each trainee who successfully completes an approved course of instruction and
6 successfully passes the competency based written and skills exams shall be given a
7 certificate or written verification to that effect by the institution, organization or agency
8 which provides the instruction.

9 (b) Each certificate or written verification of course completion shall include the following
10 information:

11 (1) Indicate initial or refresher training and number of training hours completed;

12 (2) Date of issue;

13 (3) Date of expiration;

14 (i) Expiration of training shall be 2 years from the date of course completion.

15 (c) Each training program provider shall maintain a record of the names of trainees and
16 the date(s) on which training courses have been completed for at least four (4) years.

17 (d) Such training records shall be made available for inspection by the LEMSA or
18 approving authority upon request.

19 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
20 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

21
22 **§ 100030. Program Review.**

23 (a) All course outlines, written tests, and competency testing criteria used in an
24 approved program shall be subject to oversight and periodic review as determined by
25 the approving authority.

26 (b) Program approval and renewal is contingent upon continued compliance with all
27 required criteria and provisions described in this Chapter, and may be revoked by the
28 approving authority as described in Section 100026 of this Chapter.

29 Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections
30 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.

October 11, 2016


Title 22 Changes

ATTACHMENT "D"

News > World > Americas

Cincinnati records massive heroin spike with 20 overdoses in single night

Police [launch](#) investigation to see whether cases are related and caused by a contaminated supply of drugs

Rob Crilly New York | Wednesday 24 August 2016 |  0 comments



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Cincinnati police are warning [drug](#) users to be extra careful after spate of overdoses *Getty Images*

Cincinnati has become the latest American city to be hit by a huge wave of heroin overdoses in a single night, recording 20 mostly in a three-hour period.

No-one died on Tuesday night and the victims were revived with Narcan, the anti-opiate [medication](#) that has become a frontline defence in the war on drugs.

Authorities [in the city](#) say they have launched an investigation into whether the overdoses were connected, and whether a contaminated or super-strong consignment of heroin was to blame.

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West Virginia town reeling after 27 heroin overdoses in four hours

Last week, a small town in Virginia recorded 27 overdose cases.

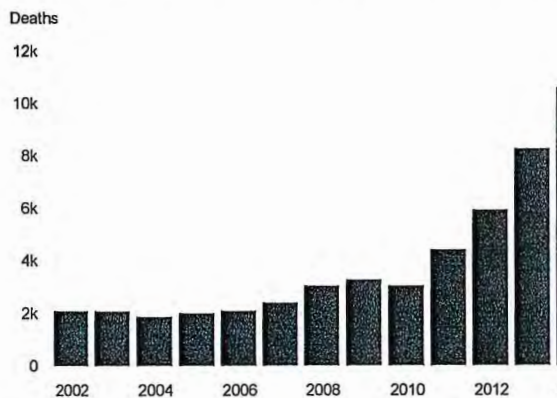
And more overdoses were also reported in southeast Indiana county, about 75 miles from Cincinnati.

Local police issued a warning to drug users to be extra careful.

Lt Steve Saunders: "The Cincinnati Police Department has received preliminary information that there have been a very high number of heroin related overdoses in the area today.

"This has been generalised on the west side of Cincinnati, but it does not mean this compound is not in other areas."

Heroin Overdose Deaths in the United States



Source: [National Institutes of Health](#).

Data pertains to individuals 12 years and older. As of December 2015.

See more details >

GRAPHIQ

Heroin Overdose Deaths in the United States | HealthGrove

One man was revived after passing out in his car with a six-year-old boy in a petrol station car park.

Joyce Alexander, Shell manager, told WLWT TV, she tried to calm the young boy.

"I started crying. I did," she said.

100 TRENDING



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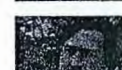
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The heroin addict who inspired Barack Obama to act on drugs has died. Now he's honouring her legacy

Flakka: What is the 'zombie drug' blamed for face-eating attacks?

"I started crying and I asked him questions. I got him calmed down, gave him a toy to play with and he said his mom's in jail and he lives with his grandma. It's sad ."

The introduction of Narcan is credited with controlling the number of deaths from opiate overdoses even as abuse of prescription drugs and heroin are on the rise. However, some public health officials fear it has caused an increase in the number of overdoses among addicts who know they can be revived from ever higher drug doses.

Narcan can be delivered in the form of a nasal spray, and binds with the brain's opiate receptors reversing an overdose.

More about: | heroin | Cincinnati | USA

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October 11, 2016

Title 22 Changes

ATTACHMENT "E"



Commission on Peace Officer Standards and Training

860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630
www.post.ca.gov

Date: April 14, 2015

Bulletin: No. 2015-06

Subject: Amendment to First Aid Standards for Public Safety Personnel

The California Emergency Medical Services Authority (EMSA) is authorized to establish First Aid/CPR/AED training standards for public safety personnel. EMSA has revised the California Code of Regulations, Division 9, Title 22, Chapter 1.5, First Aid Standards for Public Safety Personnel. The new regulations took effect April 1, 2015. The text of the amendment is available on the [EMSA Website](#).

Within the recently adopted regulations, there are additional authorized skills and training including, but not limited to: AED; EMS integration with active shooter; assisting in the administration of a patient's physician-prescribed naloxone and epinephrine auto-injector; and control of bleeding, to include direct pressure, tourniquet, hemostatic dressings, chest seals and other dressings. The immediate effect on most training programs is related to retraining requirements.

POST, EMSA, and Subject Matter Experts (SMEs) have collaborated to update the Training and Testing Specifications (TTS) of Learning Domain 34, First Aid, CPR, and AED. Additional work will begin shortly on developing instructor training and qualifications. To allow for proper training of staff, the TTS will not be changed until the revised instructor courses have been made available. The TTS will likely become effective on February 1, 2017.

There are three training courses being developed by POST to meet the requirements of the new regulations:

1. The initial training course for students in peace officer basic courses (21 hours of First Aid/CPR/AED),
2. In-service training for those personnel who were not initially trained in the new skills ("gap course" length to be determined), and
3. Recurring update training for personnel who received the initial training under the new regulations (eight hours of First Aid/CPR/AED).

POST, EMSA, and SMEs will also develop the requisite instructor courses for the courses listed above.

Changes to required retraining:

The new regulations require eight hours of retraining every two years. The prior regulations required 12 hours of retraining every three years. An officer may reduce the number of required hours of retraining by successfully completing a competency-based written and skills pretest.

Applying the new retraining time frames:

Anyone who completed First Aid/CPR training prior to April 1, 2015, is required to complete their retraining within three years from the date of training completion.

Example: Training was completed February 1, 2015. Retraining is required no later than February 1, 2018.

Anyone who completes First Aid/CPR/AED training on or after April 1, 2015, is required to complete retraining within two years from the date of training completion.

Example: Training is completed May 1, 2015. Retraining is required no later than May 1, 2017.

All training courses must include curriculum that complies with the new public safety personnel course content no later than April 1, 2017.

Agencies may have their revised training courses certified through the normal POST certification process. The requirements for those courses are not yet developed; agencies will be notified as they are completed. As an alternative, agencies may develop a training program and obtain approval of their curriculum through their LEMSA (local EMS agency). Training approved by the LEMSA is not eligible for CPT credit, unless the course has also been POST-approved.

The below table provides an overview of the various training tracks personnel may follow based on course-specific training dates:

Course	When Completed	Refresher Due Date	Course Content
Basic First Aid/CPR	Prior to April 1, 2015	3 years from course completion	12 hours of old content
Basic First Aid/CPR	Prior to April 1, 2017	2 years from course completion	Gap training >8 hours TBD
Refresher Training	Prior to April 1, 2015	3 years from course completion	12 hours of old content
Refresher Training	Prior to April 1, 2017	2 years from course completion	Gap training >8 hours TBD
Basic First Aid/CPR/AED and new Title 22 content	Prior to April 1, 2017	2 years from course completion	8 hours refresher training
Refresher Training First Aid/CPR/AED and new Title 22 content	Prior to April 1, 2017	2 years from course completion	8 hours refresher training

First Aid/CPR/AED instructors must have completed training in the new regulations no later than April 1, 2017.

There are also five optional skills listed in the new regulations. An agency head may request the LEMSA (local EMS agency) to authorize training and use any or all of the optional skills listed in the regulations. Previously, AED was the only optional skill.

Questions regarding the First Aid/CPR/AED training standards for public safety may be directed to POST Senior Consultant Phil Caporale, Basic Training Bureau, at (916) 227-2519, or by email at Phil.Caporale@post.ca.gov.

Questions regarding the specific content of the new regulations and authorized skills may be directed to Sean Trask, EMS Personnel Division Chief, Emergency Medical Services Authority, at (916) 431-3689, or by email at Sean.Trask@EMSA.ca.gov.

ROBERT A. STRESAK
Executive Director

October 11, 2016

Title 22 Changes

ATTACHMENT "F"



KERN COUNTY
Public Health Services
DEPARTMENT

MATTHEW CONSTANTINE
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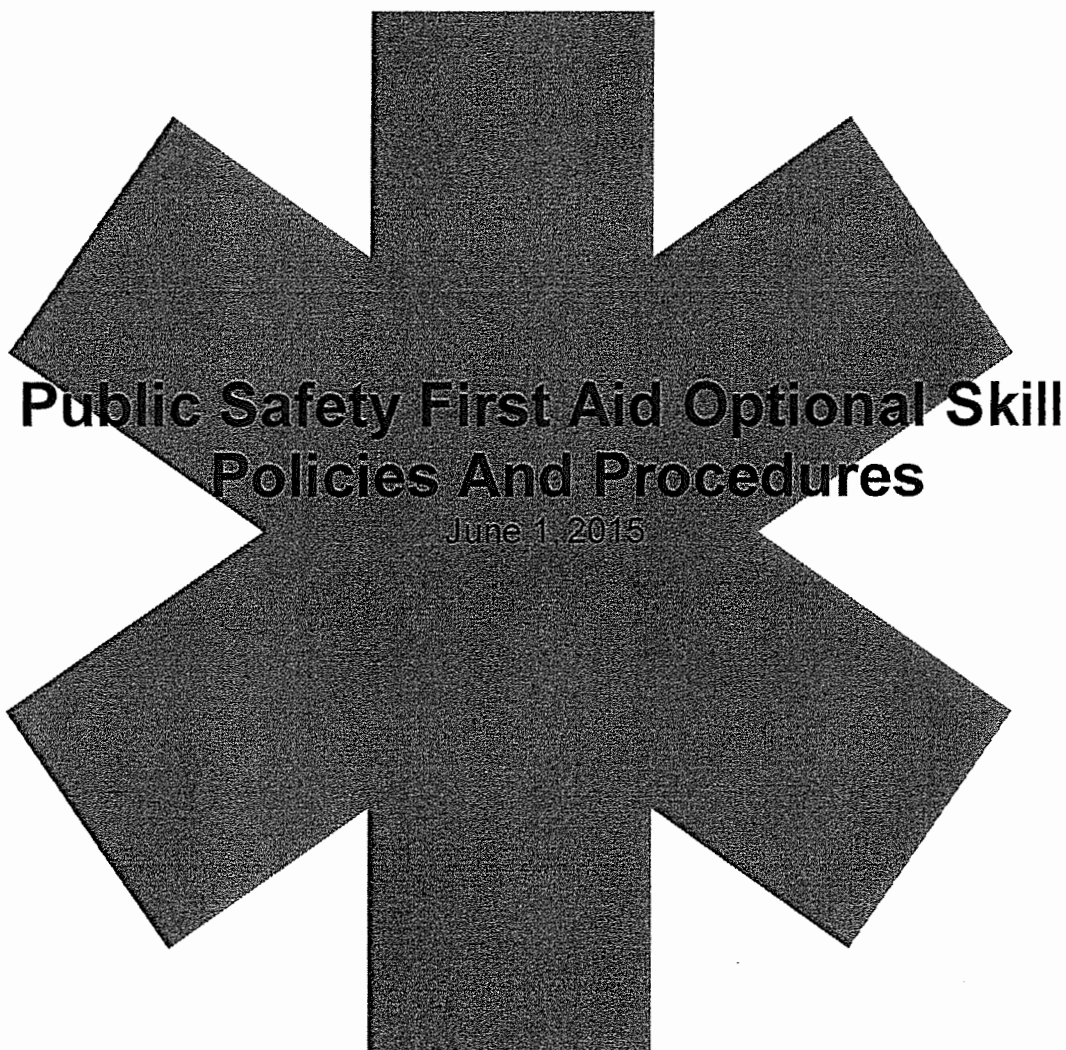
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Emergency Medical Services Division



Edward Hill
EMS Director

Kristopher Lyon, M.D.
Medical Director

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Revision Log

June 1, 2015 – Policy Implemented

I. PROGRAM DESCRIPTION

- A. The intent of the Public Safety First Aid Optional Skill (FAOPS) program is to provide early access to advanced first aid services, in conjunction with basic and advanced life support EMS system resources.
- B. Optional skills may prevent or reduce mortality when used in association with basic life support and advanced life support EMS system resources.
- C. This program is implemented in the Kern County area authorized by the Kern County Emergency Medical Services Division (Division).
- D. These FAOPS policies and procedures differ from and are not applicable to a Layperson AED program. Persons operating a layperson program do so under their medical control, as authorized by State law.
- E. Providers approved to operate an FAOPS program by the Division are doing so under the authority of the Medical Director.
- F. Organizations intending to become authorized as a Provider shall be compliant with all provisions of these policies and procedures.

II. AUTHORITY

- A. Health and Safety Code Division 2.5, Sections 1797.182 & 1797.183
- B. California Code of Regulations, Title 22, Division 9, Chapter 1.5

III. GENERAL PROVISIONS

- A. The purpose of this policy is to define the provider requirements, application procedure and medical control requirements for operation of a FAOPS Provider in compliance with California Code of Regulations Title 22.
- B. The FAOPS program shall be operated by approved providers in compliance with Title 22, Division 9, Chapter 1.5 of the California Code of Regulation and EMS Division Policies and Procedures.
- C. The Division may withdraw provider authorization, or withdraw training program authorization, in accordance to Title 22 of the California Code of Regulations.
- D. This program is implemented and maintained under the authority of the Division and the Medical Director.
 - 1. A Provider that intends to provide FAOPS procedures shall be authorized as a Provider by the Division.

- 2. An authorized Provider shall maintain compliance with applicable policies and procedures.
- E. FAOPS providers shall only function within the Skills outlined in this policy when on duty and employed by an authorized FAOPS provider.
- F. Providers must meet the requirements and perform each Skill as outlined by this policy.
- G. These policies and procedures may be revised, modified or deleted at any time by the Division.
- H. No entity may operate as a Provider in Kern County unless having valid Provider authorization from the Division.
- I. The Provider must be a valid public safety agency within Kern County as a part of the EMS system.
- J. Personnel Authorized by their Public Safety Provider shall be required to be accredited by the Division for FAOPS.
- K. The Division may charge for regulatory costs incurred as a result of Provider application review, authorization, and re-authorization.
 - 1. The specific fees are based upon Division costs.
 - 2. Fee amounts shall be as specified in the County Fee Ordinance Chapter 8.13, if applicable.

IV. MEDICAL CONTROL

- A. The Division shall approve public safety optional skill providers under the control of the Medical Director.
- B. Any implementation of an optional skill must include implementation of AED simultaneously.
- C. Medical control shall be maintained through compliance with these policies and procedures.
 - a. The provider may be evaluated by the Division on a case-by-case basis for compliance with these policies and procedures.
 - b. The Medical Director is responsible for medical control of the program.
 - c. Medical control includes:

- i. Ensuring program compliance with policies and procedures
- ii. Training program monitoring
- iii. Skill proficiency monitoring and required reporting
- iv. Quality assurance monitoring
- v. Case data reporting
- vi. Program approval
- vii. Training program approval
- viii. Defibrillator equipment authorization
- ix. Data collection
- x. Program evaluation and compliance
- xi. Reporting to the California EMS Authority

V. PROVIDER REQUIREMENTS

- A. No organization shall provide Optional skills unless authorized by the Division.
- B. A Provider that intends to provide FAOPS level of service within the county shall submit a written request to the Division, including the following plans:
 - 1. Written Request To Provide Service
 - 2. Operational Plan
 - 3. Training Plan
 - 4. Data Plan
 - 5. QI Plan
- C. The Division shall, within twenty one (21) days of receiving the initial request, notify the requesting agency that the request has been received, and shall specify what information, if any, is missing.
 - 1. A request is considered "completed" when the Division has received the following:
 - a. Written Request

- b. Written Operational Plan
 - c. Written Notification and Verification of Data Provider
 - d. Written Training Program Plan
 - e. Written QI Plan
2. The Director of the Division shall render the decision to approve or disapprove the Provider request within thirty (30) days of receipt of the "completed" request.
- D. The Provider shall, within thirty (30) days, notify the Division in writing of any changes to the information provided in the initial written request.
- E. Any changes to the operational plan after approval as a Provider shall be approved by the Division.
- 1. An existing Provider shall submit an updated operational plan for approval prior to implementation.
 - 2. The operational plan should include the items listed in Appendix A.
 - 3. Upon approval by the Division the Provider may implement the changes to the operational plan as approved by the Division.
- F. The Division shall approve and monitor training programs including refresher training within its jurisdiction to assure compliance with this policy and Title 22, Division 9, chapter 1.5.
- 1. Approve course outline and refresher outline
 - 2. Approve the written and skills exam required for training course completion
 - 3. Approve optional skill instructors
- G. The Provider shall ensure compliance with the initial and on-going training requirements for all FAOPS providers.
- 1. The training program must be approved prior to implementation.
 - 2. Any changes to the training program after approval shall be approved by the Division.
 - 3. An existing Provider shall submit an updated training program plan for approval prior to implementation.

4. Upon approval by the Division the Provider may implement the changes to the training program as approved by the Division.
- H. The Provider shall assist the Division with individual case research if requested.
- I. The Provider shall provide quality assurance monitoring and skills verification every two (2) years to all FAOPS accredited personnel as required by policy.
- J. A Provider authorized by this Division may be placed on probation, suspended or revoked for non-compliance with these policies and procedures.
- K. The Provider shall provide treatment in compliance with California Code of Regulations, Title 22, Division 9, Chapter 1.5, §1000018 & §1000019.
- L. The Provider shall adhere to and meet documentation and data requirements as outlined by the Division *Patient Care Record Policies and Procedures*.
- M. A Provider shall provide Optional Skills as outlined in in this policy.

VI. TRAINING STANDARDS

A. First Aid Certification

1. Personnel who are providing Optional Skills must have a current Public Safety First Aid certification issued by their Public Safety agency.
2. Personnel must maintain compliance with Title 22, Division 9, Chapter 1.5.
3. Personnel must maintain compliance with Division policy
4. The Provider shall ensure initial certification one year from effective date of the individual's initial employment and, thereafter, continued certification in First Aid.

B. CPR

1. All optional skill personnel shall be certified in CPR and AED equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level.
2. The Provider shall ensure initial certification and, thereafter, continued certification in CPR and AED.

C. AED

1. Training for the AED shall result in the public safety first aid provider being competent in the use of the AED and shall include the following topics and skills:
 - a. Proper use, maintenance and periodic inspection of the AED.
 - b. The importance of cardiopulmonary resuscitation (CPR), defibrillation, advanced life support (ALS), adequate airway care, and internal emergency response system, if applicable.
 - c. Overview of the EMS system, the local EMS system's medical control policies, 9-1-1 access, and interaction with EMS personnel.
 - d. Assessment of an unconscious patient, to include evaluation of airway, breathing, and circulation to determine cardiac arrest.
 - e. Information relating to AED safety precautions to enable the individual to administer a shock without jeopardizing the safety of the patient or rescuers or other nearby persons.
 - f. Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
 - g. Rapid, accurate assessment of the patient's post-shock status.
 - h. The appropriate continuation of care following a successful defibrillation.
2. In order to be authorized to utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard, which tests the ability to assess and manage the specified conditions listed in subsection (1) of this section.

D. Naloxone

1. Training in the administration of naloxone shall result in the public safety first aid provider being competent in the administration of naloxone and managing a patient of a suspected narcotic overdose.
 - a. The training shall include the following topics and skills:
 - i. Common causative agents
 - ii. Assessment findings

- iii. Management to include but not be limited to:
 - a.) Need for appropriate personal protective equipment
 - b. Profile of Naloxone to include, but not be limited to:
 - i. Indications
 - ii. Contraindications
 - iii. Side/adverse effects
 - iv. Routes of administration
 - v. Dosages
 - vi. Mechanisms of drug action
 - vii. Calculating drug dosages
 - viii. Medical asepsis
 - ix. Disposal of contaminated items and sharps
2. At the completion of this training, the student shall complete a competency based written and skills examination for administration of naloxone which shall include:
- a. Assessment of when to administer naloxone,
 - b. Managing a patient before and after administering naloxone,
 - c. Using universal precautions and body substance isolation procedures during medication administration,
 - d. Demonstrating aseptic technique during medication administration,
 - e. Demonstrate preparation and administration of parenteral medications by a route other than intravenous.
 - f. Proper disposal of contaminated items and sharps.

E. Epinephrine Auto-Injector

- 1. Training in the administration of epinephrine shall result in the public safety first aid provider being competent in the administration of epinephrine and managing a patient of a suspected anaphylactic reaction.

2. The training shall include the following topics and skills:
 - a. Common causative agents;
 - b. Signs and symptoms of anaphylaxis;
 - c. Assessment findings;
 - d. Management to include but not be limited to:
 - i. Need for appropriate personal protective equipment and scene safety awareness;
 - e. Profile of epinephrine to include, but not be limited to:
 - i. Class;
 - ii. Mechanisms of drug action;
 - iii. Indications;
 - iv. Contraindications;
 - v. Dosage and route of administration;
 - vi. Side/ adverse effects;
 - f. Administration of epinephrine by auto-injector;
 - i. Site selection and administration;
 - ii. Medical asepsis;
 - iii. Disposal of contaminated items and sharps.
3. At the completion of this training, the student shall complete a competency based written and skills examination for administration of epinephrine which shall include:
 - a. Assessment of when to administer epinephrine;
 - b. Managing a patient before and after administering epinephrine;
 - c. Accessing 9-1-1 or advanced life support services for all patients suffering anaphylaxis or receiving epinephrine administration;
 - d. Using universal precautions and body substance isolation procedures during medication administration;

- e. Demonstrating aseptic technique during medication administration;
- f. Demonstrate preparation and administration of epinephrine by auto-injector;
- g. Proper disposal of contaminated items and sharps.

F. OPA/NPA

1. Training in the use of OPAs and NPAs shall result in the public safety first aid provider being competent in the use of the devices and airway control and shall include:
 - a. Anatomy and physiology of the respiratory system;
 - b. Assessment of the respiratory system;
 - c. Review of basic airway management techniques, which includes manual and mechanical;
 - d. The role of OPA and NPA airway adjuncts in the sequence of airway control;
 - e. Indications and contraindications of OPAs and NPAs;
 - f. The role of pre-oxygenation in preparation for OPAs and NPAs;
 - g. OPA and NPA insertion and assessment of placement;
 - h. Methods for prevention of basic skills deterioration;
 - i. Alternatives to the OPAs and NPAs.
2. At the completion of initial training a student shall complete a competency-based written and skills examination for airway management which shall include the use of basic airway equipment and techniques and use of OPAs and NPAs.

G. Oxygen

1. Administration of supplemental oxygen shall be used for the patient with respiratory distress and exhibiting such signs and symptoms requiring supportive respiratory care.
2. Training in the administration of oxygen shall result in the public safety first aid provider being competent in the administration of supplemental

oxygen and use of bag-valve-mask ventilation for patient requiring oxygen administration and ventilation.

3. The training shall include the following topics and skills:
 - a. Integrating the use of supplemental oxygen by non-rebreather mask or nasal cannula based upon local EMS protocols;
 - b. Assessment and management of patients with respiratory distress;
 - c. Profile of Oxygen to include, but not be limited to:
 - i. Class;
 - ii. Mechanism of Action;
 - iii. Indications;
 - iv. Contraindications;
 - v. Dosage and route of administration (mask, cannula, bag-valve-mask);
 - vi. Side/ adverse effects;
 - d. Oxygen Delivery Systems;
 - i. Set up of oxygen delivery including tank opening, use of regulator and liter flow selection.
 - ii. Percent of relative oxygen delivered by type of mask;
 - iii. Oxygen delivery for a breathing patient, including non-rebreather mask and nasal cannula;
 - iv. Bag-Valve-Mask and Oxygen delivery for a non-breathing patient;
 - e. Safety precautions.
4. At the completion of the training, the student shall complete a competency based written and skills examination for the administration of oxygen which shall include the topics listed above and:
 - a. Assessment of when to administer supplemental oxygen and ventilation with a bag-valve-mask;
 - b. Managing a patient before and after oxygen administration;
 - c. Demonstrating preparation of the oxygen delivery system;

- d. Demonstrating application of supplemental oxygen by non-rebreather mask and nasal cannula on a breathing patient;
- e. Demonstrating use of bag-valve-mask on a non-breathing patient

H. Atropine and Pralidoxime Auto-Injector

1. Atropine and Pralidoxime auto-injector use is limited to self or peer care as indicated in CCR Title 22, Division 9, Chapter 1.5, Section 100019.e.
2. Training in the administration of auto-injectors containing atropine and pralidoxime shall result in the public safety first aid provider being competent in the administration of auto-injectors for nerve agent intoxication.
3. The training shall include the following topics and skills:
 - a. Integrating the use of auto-injectors for nerve agent intoxication based upon local EMS protocols;
 - b. Assessment and recognition of patients with nerve agent intoxication;
 - c. Management of patients with nerve agent exposure, including the need for appropriate personal protective equipment, decontamination principles, and scene safety awareness;
 - d. Profile of atropine and pralidoxime chloride to include, but not be limited to:
 - i. Class;
 - ii. Mechanism of action;
 - iii. Indications;
 - iv. Contraindications;
 - v. Dosage and route of administration;
 - vi. Side/ adverse effects;
 - e. Auto-Injector delivery and types (ie Duo-Dote, Mark I)
 - i. Medical asepsis;
 - ii. Site selection and administration;
 - iii. Disposal of contaminated items and sharps;

- iv. Safety precautions.
- 4. At the completion of the training, the student shall complete a competency based written and skills examination for the administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent intoxication which shall include the topics listed above and:
 - a. Assessment of when to administer nerve agent auto-injector;
 - b. Managing a patient before and after auto-injector administration;
 - c. Accessing 9-1-1 or advanced life support services following administration of atropine and pralidoxime.
 - d. Demonstrating preparation, site selection, and administration of the auto-injector;
 - e. Demonstrating universal precautions and body substance isolation procedure during medication administration;
 - f. Demonstrating aseptic technique during medication administration;
 - g. Proper disposal of contaminated items and sharps.
- I. Validation of Course Completion.
 - 1. Each trainee who successfully completes an approved course of instruction and successfully passes the competency based written and skills exams shall be given a certificate or written verification to that effect by the institution, organization or agency which provides the instruction.
 - 2. Each certificate or written verification of course completion shall include the following information:
 - a. Indicate initial or refresher training and number of training hours completed;
 - i. Topics completed;
 - ii. Date of issue;
 - iii. Date of expiration;
 - b. Expiration of training shall be 2 years from the date of course completion

3. Each training program provider shall maintain a record of the names of trainees and the date(s) on which training courses have been completed for at least four (4) years.
4. Such training records shall be made available for inspection by the Division upon request.

J. Retraining

1. Retraining requirements shall be satisfied every two years by successful completion of:
 - a. An approved retraining course which includes a review of the topics and demonstration of the optional skills, and which consists of no less than eight (8) hours of first aid and CPR including AED every two (2) years; or
 - b. By maintaining current and valid licensure or certification as an EMR, EMT, Advanced EMT, Paramedic, Registered Nurse, Physician Assistant, Physician or by maintaining current and valid EMR, EMT, AEMT or Paramedic registration from the National Registry of EMTs; or,
 - c. Successful completion of a competency based written and skills pretest of the topics and skills with the following restrictions:
 - i. That appropriate retraining be provided on those topics indicated necessary by the pretest, in addition to any new developments in first aid, CPR and changes to the optional skills;
 - ii. A final test be provided covering those topics included in the retraining for those persons failing to pass the pretest; and
 - iii. The hours for the retraining may be reduced to those hours needed to cover the topics indicated necessary by the pretest.
2. The entire retraining course or pretest may be offered yearly by any approved training course, but in no event shall the retraining course including CPR and AED or pretest be offered less than once every two (2) years.

VII. INSTRUCTOR STANDARDS

A. CPR/AED

1. To be authorized to instruct public safety personnel in the use of CPR/AED, an instructor shall either:
 - a. Complete an American Red Cross or American Heart Association recognized instructor course (or equivalent) including instruction and training in the use of an AED, or
 - b. Be approved by the Division and meet the following requirements:
 - i. Be CPR/AED accredited or able to show competency in the proper utilization of CPR/AED, and
 - ii. Be able to demonstrate competency in adult teaching methodologies.

B. Medications (Epinephrine Auto-Injector, Atropine/ Pralidoxime, Naloxone)

1. To be authorized to instruct public safety personnel in the use of Naloxone, Atropine/ Pralidoxime, and Epinephrine Auto-Injector an instructor shall either:
 - a. Be a paramedic licensed with the State of California and accredited in Kern County;
 - b. Be a registered nurse currently licensed with the State of California; or
 - c. Be a currently licensed physician
2. An instructor shall be approved by the Division prior to instruction and meet the following requirements:
 - a. Able to show competency in the proper utilization of the medication being instructed upon, and

C. Oxygen, OPA and NPA

1. To be authorized to instruct public safety personnel in the use of oxygen, OPA and NPA an instructor shall either:
 - a. Be an EMT licensed with the State of California
 - b. Be a paramedic licensed with the State of California;

- c. Be a registered nurse currently licensed with the State of California; or
 - d. Be a currently licensed physician
2. An instructor shall be approved by the Division prior to instruction and meet the following requirements:
- a. Able to show competency in the proper utilization of the medication being instructed upon, and
 - b. Be able to demonstrate competency in adult teaching methodologies.

D. Instructor Approval Process

1. During the course of the initial application process the Provider shall provide a detailed instructor list for all optional skills items.
2. If any changes are necessary after initial approval, a written request shall be submitted to the Division for approval prior to implementation.
 - a. The request must come from the organization's authorized representative
 - b. The request must provide the reason for the change.
 - c. The request must provide the qualifications of the instructor.
3. The initial application list or any subsequent change should have the following information for each instructor:
 - a. Name of Instructor
 - b. Instructor License/Certifications/Accreditations
 - c. Subject the instructor will be teaching
 - d. Experience in the subject being taught
 - e. Teaching methodology education
4. Any change shall be approved prior to an instructor teaching optional skill material.

VIII. TRANSFER OF CARE

- A. Care shall be transferred to the person with healthcare authority, when appropriate, as specified in the *Scene Control Policy*.

- B. In any instance that an optional skill is used transport to a hospital shall be indicated.

IX. DOCUMENTATION REQUIREMENTS

1. A FAOPS electronic report form shall be submitted to the Division for each case of use of an optional skill as outlined in *Patient Care Record Policies and Procedures*.
2. The EMS Division will submit program performance data to the California EMS Authority as required.

X. SKILLS INDICATIONS AND USE

A. AED

1. Indications
 - a. Unconscious and pulseless patients
2. Contraindications
 - a. Under 1 year of age
 - b. Presence of pulse
 - c. Conscious patients
3. Required Equipment
 - a. Automatic or semi-automatic external defibrillator
 - b. Adult defibrillator pads
 - c. AED equipment shall be approved by the Division
 - d. The provider shall maintain AED equipment in accordance with manufacturer specifications and keep documentation of compliance.
4. Considerations
 - a. If AED application is indicated the FAOPS shall request ALS transport personnel be responded to the scene.
 - b. Once applied to the patient, the patient's airway, respirations and circulatory status shall be monitored until patient care is transferred to a higher level of care in accordance with the *Scene Control Policy*.

- c. Once applied to the patient, AED equipment shall remain in place until advanced life support personnel with necessary airway, ECG monitoring and defibrillation equipment assume care of the patient.

B. Naloxone

1. Indications

- a. Suspected narcotic overdose with respiratory depression
- b. Altered level of consciousness with respiratory depression
- c. The goal of Naloxone administration is to improve respiratory drive, NOT to return patient to their full mental capacity.

2. Contraindications

- a. Not significant in the above indication

3. Equipment

- a. Intranasal Mucosal Atomization Device

4. Considerations

- a. If Naloxone administration is indicated the FAOPS shall request ALS transport personnel be responded to the scene.
- b. Once administered to the patient, the patient's airway and respirations shall be monitored until patient care is transferred to a higher level of care in accordance with the *Scene Control Policy*.

C. Atropine and Pralidoxime Auto-Injector

1. Indications

- a. Antidote for organophosphate poisoning (not carbamates)
- b. Antidote for nerve agent poisoning
- c. For patients exhibiting multiple symptoms of nerve agent organophosphate exposure ABSLUDGEM
 - i. A-Altered mental status
 - ii. B-Bronchorrhea, Breathing difficulty or wheezing, Bradycardia

- iii. S-Salivation, Sweating, Seizures;
 - iv. L-Lacrimation (tearing);
 - v. U-Urination;
 - vi. D-Defecation or Diarrhea,
 - vii. G-GI upset (abdominal cramps),
 - viii. E-Emesis (vomiting),
 - ix. M-Miosis/Muscle activity (twitching).
- d. Multiple patients with multiple symptoms makes diagnosis more likely.

2. Contraindications

- a. Hypertension is relative contraindication
- b. Layperson not part of the emergency response

3. Equipment

- a. Atropine/Pralidoxime Auto-Injector

4. Considerations

- a. Administration of auto-injectors containing atropine and pralidoxime chloride shall be used for nerve agent exposure for self or peer care while working for a public safety provider.
- b. If Atropine/Pralidoxime administration is indicated the FAOPS shall request appropriate haz-mat and medical resources be responded to the scene and advise of the critical nature of the incident.
- c. Atropine should be given first.

D. NPA/OPA

1. Indications

- a. Severe respiratory distress
- b. Respiratory arrest

2. Contraindications

- a. Responsive patients with spontaneous respirations.

- b. Unresponsive patients with a gag reflex

3. Equipment

- a. NPA or OPA (appropriately sized for the patient)

4. Considerations

- a. If OPA/NPA is indicated the FAOPS shall request ALS transport personnel be responded to the scene.
- b. Once placed in the patient's airway, airway and respirations shall be monitored until patient care is transferred to a higher level of care in accordance with the *Scene Control Policy*.

E. Oxygen

1. Indications

- a. Whenever oxygen demands may be increased
- b. Shortness of Breath or Respiratory Distress

2. Contraindications

- a. Not significant in the above indication

3. Equipment

a. Nasal Cannula

- i. Used for patients who are typically on oxygen at home or require mild supportive respiratory care.
- ii. A nasal cannula is a low flow system in which the tidal volume mixes with ambient gas (room air).
- iii. Inspired oxygen concentration depends on the flow rate through the cannula and the patient's tidal volume.

b. Face Mask Medium Concentration

- i. Used for patients who need greater respiratory support and are obviously ill with mild respiratory distress.
- ii. Patients shall be responsive with spontaneous respirations.

- iii. A Face Mask is a high flow system in which the tidal volume mixes with ambient gas (room air).
- iv. Inspired oxygen concentration depends on the flow rate through the mask and the patient's tidal volume.
- c. Face Mask with Oxygen Reservoir
 - i. Used for patients who are seriously ill and present with severe respiratory distress
 - ii. Patients shall be responsive with spontaneous respirations.
 - iii. These patients may have diminished levels of consciousness and may be at risk for nausea and vomiting.
 - iv. A tight fitting mask always requires close monitoring.

4. Considerations

- a. If Oxygen administration is indicated the FAOPS shall request ALS transport personnel be responded to the scene
- b. Once administered to the patient, the patient's airway and respirations shall be monitored until patient care is transferred to a higher level of care in accordance with the *Scene Control Policy*.
- c. Oxygen therapy should never be withheld from a patient in respiratory distress.
- d. Use with caution in COPD patients and observe for changes in respiratory and mental status

F. Epinephrine

1. Indications

- a. Allergic reaction/anaphylaxis

2. Use Caution

- a. Hypertension

3. Equipment

- a. Epinephrine Auto-Injector

4. Considerations

- a. If Epinephrine administration is indicated the FAOPS shall request ALS transport personnel be responded to the scene.
- b. Once administered to the patient, the patient's airway and respirations shall be monitored until patient care is transferred to a higher level of care in accordance with the *Scene Control Policy*.

XI. Appendix A: Plan(s) Details

A. Written Request

1. Name of the organization and function within the EMS system
2. Specify the geographic area to be served
3. Specify the optional skills item(s) being requested.
4. Contact Information
5. Location of base of operation
6. Level of services currently provided
7. A description of areas and communities within Kern County where FAOPS level of service is intended to be provided.
8. A description of the population to be served.
9. A list and explanation of any additional rates or charges to the public as a result of providing FAOPS service
10. Affirmation from an authorized organization representative that the organization will maintain continued compliance with Division policies and procedures.
11. Intended implementation date

B. Operational Plan

1. The operational plan should include a detailed description of the program.
2. The Provider shall maintain equipment and/or medications in accordance with manufacturer specifications and keep documentation of compliance.
3. At a minimum, it should include the following:
4. The organizational structure
 - a. Position in charge of the EMS program
 - b. How does the PSFA fit into the organization structure?
 - c. If a medical director
 - i. Provide contact information

- ii. Provide qualifications

- iii. Provide duties

5. Contact for the Division

- a. Identify the person in charge of PSFA program

- b. Identify the contact point in an emergency

6. Preparation

a. Inventory

- i. What is the process to control inventory?

- ii. How often is inventory checked?

- iii. How are units or personnel restocked?

- iv. How often are AEDs checked?

- v. What is the AED check process?

b. Vehicle

- i. Provide a maintenance schedule

- ii. Is there a back-up vehicle?

- iii. Is the vehicle marked with identification First Aid or Basic Life Support?

c. Equipment

- i. The type and description of equipment to be used for each optional skills

- ii. Number of units and locations

- iii. Updates to the EMS Division of any change in equipment.

- iv. Updates to the EMS Division of any change in number of units or location.

d. Operational Times

- i. When are PSFA personnel on duty?

- ii. How are on-duty times determined?

- e. Staffing

- i. How many PSFA personnel are on duty?
 - ii. How is this determined?
 - iii. Provide an updated staff list.

- 7. Operations

- a. Unit Positioning

- i. Does the unit roam?
 - ii. Is the unit stationed at a given location?
 - iii. Is the unit posted?
 - iv. If there is a unique model describe
 - v. How do you determine which unit responds?
 - vi. Is the closest unit responded?

- b. Notification

- i. How does the customer access the services?
 - ii. Who is notified in an emergency?
 - iii. How are they notified?
 - iv. How does that person respond?
 - v. If a dispatch center is used, how are the units notified?
 - vi. When is ECC notified of the emergency?

- c. Treatment/Transport

- i. Who determines when an ambulance responds?
 - ii. How is it determined to take a patient to a rendezvous point or wait for the ambulance?
 - iii. In what situations are the patients moved?

- d. Communications Plan

- i. Describe the communications used
 - ii. When will communications with ambulance be established?
- e. Identify Access Points for EMS (Military base, Oil Lease, etc)
 - i. Landing Zones
 - ii. Gates or Roadways for rendezvous points
 - iii. Office/Clinic/Station
 - iv. Staging locations

C. Training Plan

1. Provide documentation of the requirements as outlined by Section VI of this policy.

D. Data Plan

1. Identify how reports will be conducted
2. Program records shall be maintained by the Provider, and all records shall be made available to the Division upon request.
3. Provide the name of the organization that will be used to provide data to the EMS Division.

E. QI Plan

1. Provide a complete QI plan that details the QI process for the requesting agency's system.

October 11, 2016

Title 22 Changes

ATTACHMENT "G"



Commission on Peace Officer Standards and Training

860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630
www.post.ca.gov

Date: December 22, 2015

Bulletin: No. 2015-31

Subject: **Changes to POST-Certified First Aid Training Courses and Instructor Requirements**

As noted in Bulletin 2015-06, the California Emergency Medical Services Authority (EMSA) revised the California Code of Regulations, Division 9, Title 22, Chapter 1.5, First Aid Standards for Public Safety Personnel effective April 1, 2015. These changes have a direct impact on current and future POST-certified first aid-related courses, instructors for first aid-related courses, and refresher training compliance for agency personnel.

As a result, POST's first aid-related course titles, course content, and instructor qualifications are changing. This bulletin provides agencies, course presenters, and instructors with detailed information about the new requirements, timelines involved, a "Frequently Asked Questions" section, and links to important reference material.

WHAT HAS CHANGED?

- The basic first aid/CPR training course has new mandated content which includes:
 - Automated Electronic Defibrillator (AED) training
 - Integration with EMS personnel to include active shooter incidents
 - Psychological emergencies
 - Updates to bleeding controls
 - Assisted administration of Epinephrine and Naloxone
- In-service First Aid/CPR/AED refresher training is now 8 hours minimum every 2 years changed from 12 hours every 3 years previously. Basic Course (Regular Basic, Module III, and Specialized Investigator's Basic Course) minimum hours remain unchanged at 21 hours.
- Required training, course content, and course titles for POST-certified first-aid related courses are changing.
- Optional skills have been added by EMSA. They are not addressed in this bulletin. Agencies desiring training in the optional skills should contact their Local Emergency Medical Services Authority (LEMSA) for further direction. For further information on optional skills, see General Information on Optional Skills.

WHO IS AFFECTED?

- In-Service Course Presenters
 - POST courses will require new titles and content
 - Decertification of existing courses will occur in 2017
 - Qualifying instructors under new standards is an immediate concern

Changes to POST-Certified First Aid Training Courses and Instructor Requirements
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- Instructors
 - Specific instructor training courses are required for all instructors teaching in the new courses (See: Minimum Required Instructor Training). EMSA regulation is in effect now, and modification of the corollary POST regulation is in-progress. Nevertheless, the new mandates are required.
 - New instructors must complete the First Aid/CPR/AED Instructor Course (#21796).
 - Current First Aid/CPR instructors trained in the prior instructor course must complete the First Aid/CPR/AED Instructor Course (#21796) or the new First Aid/CPR Instructor Transition Course (#21799).
 - An equivalency process for instructors with comparable and verifiable training continues to be available. Refer to Commission Regulation 1070(c) for requirements.
- Basic Course Presenters
 - Learning Domain 34 Training and Testing Specifications (TTS) changes must be implemented by the required February 1, 2017, bi-annual modification.
 - Courses beginning on or after February 1, 2017, must be modified with the new required content and approved in the Electronic Data Interchange (EDI) prior to presentation.
 - See Changes in LD 34.
 - Basic Course presenters may modify their courses with the 'new' TTS material prior to 2017 by using the required course content as shown in Changes in LD 34
 - Unlike other POST-initiated changes, the delivery date of the training, not the course start date, determines if the new material must be taught. All First Aid / CPR-related training by academies, SIBC, and Module III presenters delivered after March 31, 2017, must be compliant with the new standards irrespective of course start date.
 - All presenters must complete required course modifications in EDI prior to the course start date to ensure training delivered after March 31, 2017, is reflected in the Expanded Course Outline (ECO). POST recommends modifying courses well in advance of March 2017 to reduce the need for update training for personnel trained in the prior standards.
 - Recognize the immediate need to have qualified instructors who can instruct new material (see "Instructors" above).
- Training Managers
 - Training Managers will likely have staff with different timelines and refresher training requirements (dependent on what they received and when).

- Understanding and managing the various timelines will be critical to ensure compliance.
- Ensuring properly trained instructors are available is critical.
- Instructors must complete additional training through either the First Aid/CPR Instructor Transition Course or the First Aid/CPR/AED Instructor Course to instruct in a course with the new required content.
- Existing courses, if compliant with the new requirements, must be certified as a new course under the appropriate new course titles and new Course Control Numbers (CCN's).
- All new basic, new in-service refresher, and new instructor first aid-related courses must be certified under the appropriate new course titles and new CCN's.
- Training managers should review the initial and refresher training time frames as detailed in Bulletin 2015-06.
- The existing online First Aid/CPR Refresher Training available through the POST Learning Portal is still approved to meet the old Title 22 requirements. A new version of the online First Aid/CPR/AED Refresher Training course is in development and will be available by April 1, 2017.
- Public Safety Personnel
 - Staff trained only in First Aid/CPR under the previous Title 22 requirements will need additional, or 'update' training which contains the new material prior to completing regular, biennial refresher training.
 - The refresher training frequency has changed from 12 hours every 3 years to 8 hours every 2 years.

WHAT DOES THIS MEAN?

Course Administration and Required Course Changes

Since the content of previously-certified POST courses will not meet the new Title 22 training requirements, the following first aid-related courses will be decertified effective April 1, 2017:

Current Course Title	Course Number
First Aid/CPR	21776
First Aid/CPR Refresher	21771
First Aid Refresher	21769
First Aid/CPR Instructor	21770
First Aid/CPR Instructor Update	21774
First Aid/CPR/BLS/AED Refresher	21767
First Aid/Auto Ext. Defib	21777

Active courses may continue to be presented through March 31, 2017, if they contain the same minimum content which met the previous Title 22 requirements. However, it is strongly recommended that agencies and presenters begin certifying and presenting courses containing the new standards under the appropriate new course title as soon as practical.

Course Content

Current Courses:

Any currently certified POST course that includes the new Title 22 standards must be certified under the new course titles listed below before April 1, 2017, in order to continue to be presented*. This can be accomplished by completing a new course certification request in EDI under the appropriate new course title. Questions may be referred to the POST Regional Consultants.

The minimum required content for the new basic first aid training course (First Aid/CPR/AED) is listed in First Aid/CPR/AED Course minimum required content.

The minimum required content for the new instructor course (First Aid/CPR/AED Instructor) is listed in Instructor Course minimum required content.

Instructors qualified under the previous First Aid/CPR Instructor Course must take either the new First Aid/CPR/AED Instructor Course or the First Aid/CPR Instructor Transition Course. The minimum content is listed in the Instructor Transition Course minimum required content.

Agencies should be aware that private presenter courses must be approved through the local EMS agency ('LEMSA') prior to presentation (see: Title 22 §100023(f)).

Academy, SIBC, and Module III presenters may utilize available Expanded Course Outline Exemplars to prepare compliant Expanded Course Outlines.

Instructor Courses:

The minimum course content for instructor courses is detailed in PAM Regulation 1082. POST will be modifying Regulation 1082 to include the minimum requirements for the new First Aid/CPR/AED Instructor and First Aid/CPR Instructor Transition courses. The minimum required content for new instructor courses is listed in the Instructor Course Minimum Required Content and the listed topics will be the required minimum content for any new course approval.

New Courses:

New course titles have been established to differentiate courses with the former requirements from those with the new requirements. **Only the following first aid-related course titles will be certified for future basic, refresher, and instructor first-aid-related courses:**

*New Course Title	Course Number	Purpose
First Aid/CPR/AED	21795	Basic training (initial) course of First Aid/CPR/AED for public safety (See <u>First Aid/CPR/AED Course minimum required content</u>)
First Aid/CPR/AED Instructor	21796	Required minimum training to instruct in any First Aid/CPR/AED course for public safety (See <u>Instructor Course minimum required content</u>)

*New Course Title	Course Number	Purpose
First Aid/CPR/AED Refresher	21797	Biennial refresher training for public safety personnel already trained in First Aid/CPR/AED
First Aid/CPR Update	21798	Prerequisite training course for personnel needing to attend First Aid/CPR/AED refresher who have only been trained in First Aid/CPR (See <u>Update Course minimum required content</u>)
First Aid/CPR Instructor Transition	21799	Required training course for instructors only trained in the (former) First Aid/CPR Instructor Course, prior to instructing any (new) First Aid/CPR/AED course (See <u>Instructor Transition Course minimum required content</u>)

As noted above, any current course meeting the April 1, 2015, requirements must be certified under one of the new course titles above.

To certify new First Aid/CPR/AED-related courses under the new course titles:

- Contact your POST Regional Consultant (list available on the POST Website).
- Prepare and submit a new course certification request in EDI under the appropriate course title (See list above).
- Complete the required elements as usual (course administrative information, expanded course outlines, instructor resumes, etc.).
- In the course description for basic first aid training courses, include terminology indicating this course meets the new requirements (e.g., "Meets Title 22 requirements, effective April 1, 2015").
- For First Aid/CPR/AED-related courses containing the new content and being certified under the new course names, the minimum content shown in the various minimum required content documents must be included. These samples include all required components for the new courses to be POST-certified and meet the new Title 22 requirements. For your course to be approved, the minimum required content, in addition to your presenter-specific content, must be included minimally to the third level of detail in your expanded course outline.
- All instructor resumes must reflect the new instructor training standards or equivalency process.

Once you submit the new course certification request in EDI, your POST Regional Consultant will review the course title, course description, and required content as part of the approval process. Once a course is approved, your agency can then submit course presentation requests to obtain course control numbers for future presentations. Courses may not be presented until the approval process is completed.

Frequently Asked Questions:

Does my currently approved course, which met the prior requirements, still meet Title 22 requirements?

- Yes, however, the new standards under Title 22 must be implemented in courses presented after March 31, 2017. In the interim, either the former or new standards meet the regulation's requirements.

Since future refresher (biennial) training courses will contain new material no later than April 1, 2017, updating initial (basic) first aid training to the 'new' course content as soon as possible will help reduce the need to present additional classes in 'update' training prior to the biennial refresher training for staff untrained in the new topics.

Can POST approve my current course which contains much of the new required content?

- No. Courses must minimally include all required content to be certified.
 - Any course fully compliant with the new standards must be certified under one of the new course titles noted above.

Can I just modify my current POST course with the new standards and begin presenting?

- No, the current (old) course titles are specific to the prior regulatory requirements and will be decertified in 2017.
- Utilizing the new course titles is required, will enable easier agency compliance tracking, and ensure students are receiving the most current course material.

Can I teach new material now?

- Yes, once your course meets all the regulatory requirements and is certified by POST.
 - Besides completing the certification process in EDI, developing a qualified instructor cadre is of critical time importance.
- Non-POST courses may also meet Title 22 requirements (see next question).
- The certification process is described under "New Courses" above.
- Academy, SIBC, and Module III presenters should utilize the online Expanded Course Outline Exemplars to prepare compliant Expanded Course Outlines.

Can I teach the new material in a course that is not POST-certified?

- Yes, **POST certification is not required to meet the training and approval mandates** specified in Title 22. However, all record-keeping for course content and content compliance will be the presenter's responsibility.

How do I know if my instructor is qualified to teach in a new course?

- Instructor qualifications are found at Minimum Required Instructor Training.
- For instructors trained in non-POST courses which included POST's required topics as noted in Instructor Course minimum required content, Regulation 1070(c) details the equivalency process.

How do I qualify a new instructor?

- See Minimum Required Instructor Training for details on new and current instructor training requirements.

What do I, as a Training Manager, need to be cognizant of?

- Qualifying instructors under new standards should be a primary concern.
- Effective April 1, 2017, basic, refresher, and instructor first aid training courses must comply with new content requirements.
- New course certifications under new titles are required.
- All current basic first aid courses will be decertified on March 31, 2017.
- Consider moving all staff to a two year refresher cycle now to avoid having to track different refresher training schedules.
- Determine which staff may require the First Aid/CPR Update Course with the new content prior to taking the next refresher training.
- POST does not verify compliance so agencies must maintain compliance records.
- Title 22 lists courses that meet the new requirements (see Title 22 §100023).

When do academies and other basic courses need to change the LD 34 course content?

- Presenters may modify their courses with the 'new' TTS material prior to 2017 by using the required course content as shown in Changes in LD 34.
- All academies must have their course content modified no later than the February 1, 2017, bi-annual modification or sooner if the presentation of the new content occurs in a

Changes to POST-Certified First Aid Training Courses and Instructor Requirements
Page 8 of 8

course beginning prior to February 1, 2017, but the first aid content is presented after March 31, 2017.

- As with other required basic course changes, POST will remind basic course presenters of the February 1, 2017, modification requirements as the date nears.
 - Expanded Course Outline Exemplars utilizing the upcoming February 1, 2016, updates and additionally containing the changes for LD 34 are available online for the RBC, SIBC, and Module III to facilitate the verification of expanded course outline content prior to submitting documents to POST.

Each of the above referenced documents may be found at: <https://post.ca.gov/post-certified-first-aid-training-courses-and-instructor-requirements.aspx>.

Questions regarding First Aid/CPR/AED training standards for public safety may be directed to Senior Consultant Phil Caporale, Basic Training Bureau at (916) 227-3915, or by email phil.caporale@post.ca.gov; or to Senior Consultant Mike Barnes, Basic Training Bureau at (916) 227-3454, or by email mike.barnes@post.ca.gov.

ROBERT A. STRESAK
Executive Director

**Required Minimum Content for POST-certified First Aid/CPR Update #21798
(Must be expanded to the third level of detail)**

- I. Role of the public safety first aid provider to include:
 - A. Integration with EMS personnel to include active shooter incidents
 - B. Minimum equipment and first aid kits
- II. Heart Attack and sudden cardiac arrest to include: A. Sudden cardiac arrest and early defibrillation
 - B. Chain of survival
- III. CPR and AED for adults, children, and infants, following current AHA Guidelines
 - A. Rescue breathing
 - 1. Mouth-to-Mouth
 - 2. Mouth-to-Mask
 - 3. Bag-valve-mask (BVM)
 - B. Chest compressions and CPR/AED
 - 1. Basic AED operation
 - 2. Using the AED
 - 3. Troubleshooting and other considerations
 - C. Recovery position
- IV. Recognition and identification of adult and pediatric patients for both medical and traumatic emergencies
 - A. Performing a primary assessment
 - B. Performing a secondary assessment
 - C. Obtaining a patient history
- V. Medical emergencies
 - A. Breathing difficulties, including asthma and COPD
 - B. Allergic reaction and anaphylaxis
 - C. Altered mental status
 - D. Diabetic emergencies
 - 1. Administration of oral glucose
 - E. Alcohol and drug emergencies
 - 1. Assisted naloxone administration and accessing EMS
- VI. Facial injuries
 - A. Objects in the eye
 - B. Chemical in the eye
 - C. Nosebleed
 - D. Dental emergencies
- VII. Environmental emergencies
 - A. Drowning
- VIII. Bites and stings

- A. Insect bites and stings
 - B. Animal and human bites
 - C. Assisted administration of epinephrine auto-injector and accessing EMS
- IX. Poisoning
 - A. Exposure to chemical, biological, radiological or nuclear (CBRN) substances
 - 1. Recognition of exposure
 - 2. Scene safety
 - B. Poison control system
- X. Identify signs and symptoms of psychological emergencies
- XI. Patient movement
 - A. Emergency movement of patients
 - B. Lifts and carries which may include: using soft litters and manual extraction including fore/aft, side-by-side, shoulder/belt
- XII. Tactical and rescue first aid principles applied to violent circumstances
 - A. Principles of tactical casualty care
 - B. Determining treatment priorities
- XIII. Orientation to the EMS system, including
 - A. 9-1-1 access
 - B. Interaction with EMS personnel
 - C. Identification of local EMS and trauma systems
- XIV. Trauma emergencies
 - A. Soft tissue injuries and wounds
 - B. Amputations and impaled objects
 - C. Chest and abdominal injuries
 - 1. Review of basic treatment for chest wall injuries
 - 2. Application of chest seals
 - D. Head, neck or back injury
 - E. Spinal immobilization
 - F. Musculoskeletal trauma and splinting
 - G. Internal bleeding
 - H. Control of bleeding, including direct pressure, tourniquet, hemostatic dressings, chest seals and dressings
 - 1. Training in the use of hemostatic dressing shall result in competency in the application of hemostatic dressing. Included in the training shall be the following topics and skills:
 - a. Review of basic methods of bleeding control to include but not be limited to direct pressure, pressure bandages, tourniquets, and hemostatic dressing and wound packing

b. Types of hemostatic dressings

XV. Legal issues

XVI. Safety protocols

XVII. Written, oral and/or demonstration assessment (in each topic area)

Medical Aid and Response

427.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

427.2 POLICY

It is the policy of the California City Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

427.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex and age, if known.
 - 4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

California City Police Department

Policy Manual

Medical Aid and Response

427.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

427.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

427.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

California City Police Department

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Medical Aid and Response

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

427.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

427.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

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Medical Aid and Response

427.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

427.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Manager who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Dispatch as soon as possible and request response by EMS.

427.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

427.8.3 AED TRAINING AND MAINTENANCE

The Training Manager should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Training Manager is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

427.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members may administer opioid overdose medication in accordance with protocol specified by the licensed health care provider who prescribed the overdose medication for use by the member and (Civil Code § 1714.22; 22 CCR 100019).

- (a) When trained and tested to demonstrate competence following initial instruction.
- (b) When authorized by the medical director of the LEMSAs.
- (c) In accordance with California Peace Officer Standards and Training (POST) standards.

427.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Manager.

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Medical Aid and Response

Any member who administers an opioid overdose medication should contact Dispatch as soon as possible and request response by EMS.

427.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The Training Manager will ensure that the Records Supervisor is provided enough information to meet applicable state reporting requirements.

427.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Manager should ensure training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100019 and any applicable POST standards (Civil Code § 1714.22).



City Council

Meeting Date: October 11, 2016

TO: Mayor and Council

FROM: Fire Chief Armstrong

Subject: Dignity Health Education Affiliation Agreement

Background:

Fire Department staff members have the opportunity, through a recent relationship developed, to increase their Paramedic training and exposure to patient care through "clinical" time in a local hospital. The focus of our training has always been firefighting with a minimal number of hours spent on Medical and the required recertifications.

Medical Incidents, being over 70% of what we run, I believe enhancing our Paramedic's experience and training is important. Many skills are not performed often since we are Engine Company based (Assessment Engines) and do not transport. Our time with patients, spent on treatment and assessments is often under 10 minutes and doesn't allow for follow-ups or witnessed treatment outcome.

The attached agreement was sent to us by Dignity Health and has been reviewed by City Legal. Scheduling of staff's training will be handled by the Training Officer in coordination with Dignity Health and done in a way to not create overtime.

Recommendation:

Council approves the Agreement with Dignity Health and authorized the City Manager and Fire Chief to enter into the Education Affiliation Agreement.

Fiscal Impact:

N/A

The finance director has reviewed the staff report and finds the recommendation to be within the budget constraints of the Department.

Prepared By: Jeff Armstrong, Fire Chief on 8/30/2016

NB2.

FOR DISCUSSION PURPOSES ONLY

Entity from time to time. Hospital will provide Entity with a schedule of the work experience planned for each Student, prior to the Student's arrival at Facility.

1.8 Hospital may suspend or terminate any Student from Program, acting with or without cause. A Student may be suspended immediately, if, in Hospital's sole judgment and discretion, the Student's conduct or behavior threatens the health, safety or welfare of any patients, invitees, or employees at Hospital. An immediate suspension shall be imposed by Hospital on a temporary basis only until Hospital can confer with Entity and attempt to resolve the suspension, but the final decision regarding the Student's continued participation in the Program is vested in Hospital.

ARTICLE II Non-Discrimination

2. Neither Entity nor Hospital shall discriminate against any person because of race, color, religion, sex, creed, marital status, national origin, age or handicap, or on any other basis prohibited by law.

ARTICLE III Responsibilities of Entity

3. At least two weeks before a Student is scheduled to begin training at the Hospital, Entity shall provide Hospital with the information set forth in the Student Enrollment Form, which is attached hereto as Exhibit B, or in a form or format acceptable to Hospital.

3.1 Entity shall maintain the health certification documentation for each Student for the time the Student is in training at Hospital and for at least one year beyond the date the Student completed training at Hospital.

3.2 Entity shall obtain authorization from the Students to allow disclosure of Medical Information to Hospital. Entity shall make all its health records pertaining to Student available for inspection by Hospital upon reasonable request and notice.

3.3 Hospital shall not be responsible for providing any part of the health examination or health clearance, nor shall Hospital be responsible for any part of the cost of providing such health clearance or maintaining the health records required of Entity by this Agreement. Hospital may, at its sole option, provide health clearance services to a particular Student provided either Entity or Student agrees to pay for the services provided by the Hospital.

3.4 Entity shall immediately notify Hospital in writing of any current or past Student in the Program who has or had at the time of his or her field experience at Hospital a medical condition that poses a health risk to patients, employees or invitees. If the Student is currently participating in field experience at the Hospital, Entity shall remove Student until such time that he or she no longer poses a health risk. Entity shall provide Hospital with a written medical clearance signed by the Student's treating physician prior to the Student returning to Hospital.

3.5 Entity shall be responsible for all Students' academic preparation. Entity shall ensure that all Students have completed the required prerequisite didactic and clinical portion of the curriculum prior to their field experience at Hospital.

3.6 Entity is responsible for the general conduct of its Students and the Student's compliance with Hospital policies, rules and regulations during their field experience at Hospital.

FOR DISCUSSION PURPOSES ONLY

of qualification from the Secretary of State of the state in which Entity is conducting business prior to execution of this Agreement.

3.13 Entity shall provide to Hospital a copy of the curriculum vitae and State license (if any) for each Entity Coordinator and each Student who will participate in the Program at Hospital.

3.14 Entity represents and warrants that neither Entity, nor any of its Students, individuals, employees, or agents of Entity performing services hereunder have been excluded or limited from participating in Medicare, Medi-Cal, and / or any other federally financed health care program (the "Health Care Program"). Any Student or other personnel of Entity who becomes sanctioned or excluded during the term of this Agreement shall be immediately removed from any participating in the Program hereunder. Hospital may immediately terminate this Agreement in the event that Entity, or any Student, or any other Entity personnel performing services hereunder becomes sanctioned or excluded from the Health Care Program during the term of this Agreement.

3.15 Entity represents and warrants that it has checked the OIG List of Excluded Providers (the "List") and the General Services Administration list of parties excluded from participation in federal health care programs (collectively the "List") no more than thirty (30) days prior to the first day of any Student participating in field experience at the Hospital and will continue to do so every month thereafter, and upon request shall provide proof to Hospital that neither Entity, nor any of Entity's employees, Students, agents, or personnel, appear on said List. Further, Entity represents and warrants that neither Entity, nor any of Entity's employees, Students, agents, or personnel, is subject to sanction or exclusion from participation under any Federal or State health care program. In the event that Entity becomes so sanctioned or excluded, Hospital may immediately terminate this Agreement. In addition, any Student or personnel of Entity who become so sanctioned or excluded during the term of this Agreement shall be immediately removed by Entity and shall be thereafter excluded from the provision of services under this Agreement. Removal of any excluded Student pursuant to this Section shall not preclude Hospital's right to immediately terminate this Agreement.

3.16 Entity represents and warrants that prior to Student's participation in the Program, it has engaged an independent entity to conduct a background screening as required hereunder, and that each Student has successfully completed a criminal background check in accordance with the Dignity Health standards set forth in Exhibit E1, background screening scoring guidelines. The background screening shall include (at a minimum) a state and county criminal history investigation where the Student resides and where the Hospital is located ("Background Information") a search of the National Sex Offender Registry ("Registry"). Any criminal history identified shall be reported to the Hospital prior to Student's participation in the Program, in accordance with Exhibit E-1. Entity shall provide Hospital with an executed original of Exhibit E, attached hereto, prior to any Student's participation in the Program. For Students under the age of eighteen (18) years, Entity shall secure at least one (1) recommendation from a reliable, non-related source (e.g. teacher, counselor, or pastor) and forward same to the Hospital prior to the Student beginning training at the Hospital.

ARTICLE IV Hospital's Responsibilities

4. Hospital shall accept from Entity the mutually agreed upon number of Students and shall permit said Students and Entity faculty access to Facilities as Hospital determines are appropriate for the purposes of providing the field experience expected in the Program.

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thirty (30) days written notice to Hospital of any substantial change to or cancellation of said insurance.

6.2 Each Student shall procure at his or her sole expense professional malpractice insurance with an approved California insurance company with limits of at least one million dollars (\$1,000,000) each occurrence and three million dollars (\$3,000,000) annual aggregate, and shall name Dignity Health and Hospital as additional insureds, if permissible by insurer. In the event that professional liability policy is a claims made policy, Student shall purchase a "tail" policy for a period of no less than five (5) years from the effective termination date of the foregoing policy. Said "tail" policy shall have policy limits in an amount not less than the primary professional liability policy.

6.3 Each Student shall also procure at his or her own expense adequate health care coverage to cover all necessary medical care. Hospital shall assume no responsibility for providing or paying for Student's medical care.

6.4 Entity shall procure and maintain Workers' Compensation insurance to cover its employees, agents and Students in compliance with the statutory requirements of California law.

6.5 Hospital will participate in the Dignity Health Self-Insurance Program to provide coverage against the perils of bodily injury, personal injury, and property damage and to cover such liabilities as are imposed by law and assumed under written contract, with limits of at least one million dollars (\$1,000,000) each occurrence and three million dollars (\$3,000,000) annual aggregate. Hospital will, upon request, provide Entity with evidence of the foregoing coverage.

6.6 Obligations pursuant to Article VI shall survive termination or expiration of this Agreement.

ARTICLE VII Indemnification

7. Entity hereby agrees to defend, indemnify and hold harmless Dignity Health, Hospital, its parents, subsidiaries, directors, officers, attorneys, agents and their employees from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of Entity, its Students, faculty, agents or its employees in connection with or arising out of the acts or omissions in services performed under this Agreement or any breach or default in performance of any of Entity's obligations hereunder.

7.1 Obligations pursuant to Article VII shall survive termination or expiration of this Agreement.

ARTICLE VIII Term of Agreement

8. This Agreement is for a term of one (1) year commencing on 2016, and it may be renewed by mutual written agreement of the parties. This Agreement may be terminated by either party, acting with or without cause, upon giving thirty (30) days prior written notice to the other party.

FOR DISCUSSION PURPOSES ONLY

students' essays or papers containing PHI and destruction by shredding of any faculty notes containing PHI.

9.4.3 If Entity becomes aware of the unauthorized use or disclosure of PHI, Entity shall promptly and fully notify Hospital of all facts known to it concerning such unauthorized use or disclosure within twenty-four (24) hours of learning of such unauthorized use or disclosure.

9.4.4 Entity agrees that if it breaches this provision, Hospital shall immediately terminate this Agreement upon written notice of intent to terminate. In addition to damages, Hospital shall be entitled to equitable remedies, including injunctive relief, in the event of breach of this confidentiality section by Entity.

9.4.5 The terms of this Section shall survive the expiration or termination of this Agreement.

9.5 Standards of Conduct. Entity and Students acknowledge that they have reviewed or will review the Dignity Health Standards of Conduct (the "Standards of Conduct"), a copy of which is available from Hospital's administration. Entity and Students shall comply with the Standards of Conduct to the extent they relate to the provision of the Program, the obligations of Entity and Students under this Agreement, or the business relationships or dealings between Entity, Students, and Hospital, any Affiliates or any of their respective directors, officers, employees, contractors, agents or suppliers of any kind.

ARTICLE X Confidentiality of Information

10. The parties agree that information contained in this Agreement is confidential and contains proprietary information. The parties agree not to release information concerning this Agreement, as well as information regarding the operations of either party or other information considered confidential by either party, without the consent of the other party. This prohibition against release of information shall not apply to any information required to be released by law. The consent of the parties is not required for release of information that is in the public domain.

10.1 Obligations pursuant to Article X shall survive termination or expiration of this Agreement.

ARTICLE XI Ethical and Religious Directives / Statement of Common Values

11. It is understood and agreed that the policies, rules and regulations of the Program as it operates on Hospital premises, as well as all acts performed in the administration of Program by Hospital, shall conform to [the Ethical and Religious Directives for Catholic Health Facilities as promulgated from time to time by the National Conference of Catholic Bishops and as adopted by the Local Ordinary, as well as the policies and procedures established by Dignity Health and its Sponsoring Congregations (collectively, the "Ethical Directives")] [(use the following for non-catholic hospitals) Statement of Common Values for Community Sponsorship, as approved by Dignity Health (the "Statement")] a copy of which is attached hereto as Exhibit D. If compliance by the Students with the [Ethical Directives] [Statement] conflicts with the policies, procedures or directives of Entity, the parties shall promptly meet in good faith to determine if the conflict can be resolved in a mutually agreeable manner. If the parties cannot resolve the conflict, either party may terminate this Agreement immediately upon written notice to the other.

FOR DISCUSSION PURPOSES ONLY

12.4 Notices. Any notice required or permitted to be given hereunder by either party to the other shall be in writing and shall be deemed delivered upon personal delivery; or twenty-four (24) hours following deposit with a commercial carrier for overnight delivery; or three (3) days after deposit in the U.S. Mail, registered or certified mail, postage prepaid, return-receipt requested, addressed to the parties at the following addresses or to such other addresses as the parties may specify in writing to the other in the manner provided herein.

If directed to Hospital:

Aft: President/CEO

Copy to:

Dignity Health
251 South Lake Avenue, 7th Floor
Pasadena, CA 91101-4842
Att: General Counsel

If directed to Entity:

12.5 Captions. Any captions to or headings of the Articles, Paragraphs, Sections or subparagraphs or subsections of this Agreement are solely for the convenience of the parties, and shall not be interpreted to affect the validity of this Agreement or to limit or affect any rights, obligations, or responsibilities of the parties arising hereunder.

12.6 Entire Agreement. This Agreement constitutes the full and complete agreement and understanding between the parties hereto and shall supersede all prior written and oral agreements concerning the subject matter contained herein. Unless otherwise provided herein, this Agreement may be modified, amended or waived only by a written instrument executed by all of the parties hereto.

12.7 Interpretation. Whenever the context hereof requires, the gender of all terms shall include the masculine, feminine, and neuter, and the number shall include the singular and plural

12.8 Construction of Ambiguities. The general rule that ambiguities are to be construed against the drafter shall not apply to this Agreement. In the event that any provision of this Agreement is found to be ambiguous, each party shall have an opportunity to present evidence as to the actual intent of the parties with respect to such ambiguous provision.

12.9 Waiver. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of the performance of such provision or any other instance. Any waiver granted by a Party must be in writing, and shall apply solely to the specific instance expressly stated. A waiver of any term or condition of this Agreement shall not be construed as a waiver of any other terms and conditions of this Agreement, nor shall any waiver constitute a continuing waiver.

12.10 Severability. In the event any part of this Agreement is declared invalid, such invalidity will not affect the validity of the remainder of the Agreement.

12.11 Attorneys' Fees. If any Party or Parties bring an action or proceeding arising out of or relating to this Agreement, the non-prevailing Party or Parties shall pay to the prevailing Party or Parties reasonable fees and costs incurred in such action or proceeding, including attorneys' fees and costs (including the reasonable costs of Hospital's in-house counsel) and the fees and costs of experts and consultants.

FOR DISCUSSION PURPOSES ONLY

SIGNATURE PAGE TO EDUCATION AFFILIATION AGREEMENT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

HOSPITAL:

Dignity Health, a California nonprofit public
benefit corporation doing business as

Date: _____

By: _____

Its: _____

ENTITY:

City of California City/California City Fire
and Rescue

Date: _____

By: _____

Its: _____

FOR DISCUSSION PURPOSES ONLY

EXHIBIT B

Student Enrollment Form

This form should be completed at least two weeks prior to the Student's Starting Date.

Student's Name:

Training Dates:

Professional Liability Insurance

Required insurance: Student: \$1,000,000 per occurrence/\$3,000,000 aggregate Company:

Health Certifications (To Be Completed by Entity, which must obtain the Student's permission to release medical information)

Requirements: Check all that are Met:

- ☐ (a) A tuberculosis test ("PPD") or chest x-ray administered no more than one year prior to initiation of each Clinical Rotation;
- ☐ (b) Documentation of two rubeola and one rubella vaccinations, or positive rubeola and rubella titers;
- ☐ (c) Documented history of varicella exposure or positive varicella immune titer;
- ☐ (d) Evidence of hepatitis B vaccination or declination as required by the OSHA Bloodborne Pathogens standard;
- ☐ (e) Evidence of current (within the past ten years) tetanus toxoid; and
- ☐ (f) Proof of flu vaccination within six (6) months prior to the first day of any Student beginning his or her field experience at the Hospital, or written documentation of the Student declining the flu vaccination.

☐ **Check here if the Student has completed the required training in blood and body fluid universal precautions consistent with the Centers for Disease Control guidelines and the Hospital's standards.**

FOR DISCUSSION PURPOSES ONLY

EXHIBIT D

Ethical and Religious Directives / Statement of Common Values

See attached.

FOR DISCUSSION PURPOSES ONLY

EXHIBIT E-1

Background Screening Assessment Guidelines for Criminal Histories and Credit Histories

Definitions

- Non-Conviction: Any disposition other than a plea of guilty, no contest or a finding of guilt. Non-Convictions can be one of three categories.
 - Passing: Non-Conviction leading to charge being dismissed, Nolle Prose, Nolle Prosequi, Expunged, Not Guilty verdict or acquittal of defendant.
 - Disqualifying: Any adjudication withheld/deferred where the charge was not dismissed, expunged, Nolle Prose or Nolle Prosequi.
 - Provisional: Any active or pending case.
- Passing Disposition: Any Non-Conviction disposition leading to the case being dismissed, Nolle Prose, Nolle Prosequi, Expunged, Not Guilty verdict or acquittal of defendant.
- Disqualifying Disposition: Any disposition resulting in a Conviction or Non-Conviction (adjudication deferred/withheld that has not led to the case being dismissed or expunged).

Pass

The following results shall not be considered Disqualifying. Assess the following results as "Pass":

- Any Misdemeanor or Felony with a Passing Disposition.
- Any Misdemeanor (or lower) for a traffic violation (DUI and driving without a license are not considered traffic violations).
- For California : Any Misdemeanor or Felony with a disposition date older than 7 years.
- For California : Any Misdemeanor Marijuana offense over two years old.
- For Nevada facilities and system offices: Any Misdemeanor or Felony with a disposition date older than 7 years, with the exception of any of the following crimes with a Disqualifying Disposition: murder; voluntary manslaughter; mayhem; assault or battery with intent to kill or to commit sexual assault or mayhem; sexual assault; statutory sexual seduction; incest; lewdness or indecent exposure; any other sexually related crime that is punished as a felony; a crime involving domestic violence that is punished as felony; abuse or neglect of a child or contributory delinquency; abuse, neglect exploitation or isolation of older persons or vulnerable persons; any other felony involving the use or threatened use of force or violence against the victim or the use of a firearm or other deadly weapon.

Provisional

The following results are potentially Disqualifying, and are thus designated "Provisional" pending further individualized assessment and evaluation. Applicants with a "Provisional" record may be approved for hire by the head of Human Resources for the Dignity Health facility or

STAFF REPORT
For
City Council

Council Meeting Date: October 11, 2016

To: Mayor and Council

From: Chief Eric Hurtado

Subject: Police Officer Trainee L1-L4 positions

Background:

Law Enforcement agencies throughout the United States are having difficulty locating quality candidates that would be eligible to enter a Law Enforcement training program. Many candidates apply when they are 21 years of age and often times, had not always made good decisions in their younger years which can affect their eligibility to apply as a Law Enforcement officer. Once a young adult graduates High School they face challenges such as peer pressure. It is a growing belief that if a young adult can stay in a structured environment, they are less likely to stray into behaviors that would be unacceptable for a future in Law Enforcement.

California City also has had a diminished pool of applicants for Law Enforcement positions over the past 10 years. The challenge the many Police Department's will face, is the drastic shortage of personnel required to maintain law and order.

Several years ago, many agencies had a progressive training program for new recruits. The training would entail formal as well as "On the Job" training. Staff's recommendation is to implement a program where the City can draw from candidates graduating high school, and over a few years, the trainees would go through a hybrid of Formalized POST training and "On the Job" training.

The training would be broken up into 4 Levels:

LEVEL-4: On the Job Training learning basic introductory skills. Refer to Officer Trainee L4 Job Description.

LEVEL-3: Attend a POST Level-3 Academy while working as a Non-Sworn employee and conducting limited duties. Refer to Officer Trainee L3 Job Description.

LEVEL-2: Attend a POST Level-2 Academy while working as a limited Sworn employee as outlined in Officer Trainee L2 Job Description.

LEVEL-1: Attend a POST Level-1 Academy while working as a limited Sworn employee as outlined in Officer Trainee L1 Job Description.

11/3 3

The Extended Modular Academy can take up to 3-4 years to complete. During this training period, our personnel would be permitted to perform additional duties and assignments as they progress through the Modular Academy. This would allow the City to receive an immediate benefit from these employees. Our community would be able to "grow our own" and create a path for young candidate from the community and work with them to complete the full Law Enforcement Academy program. The employee / Police Officer Trainee would then undergo a Field Training Officer Program (FTO) and upon successful completion of the additional 1-year FTO/Probationary period, would have invested 5 years growing through the program and would be more-likely to stay at California City Police Department.

Recommendations:

Accept new Job Descriptions for Officer Trainee L4, L3, L2, L1 positions.

Upon exhaustion of current list of Police Officer Applications, replace half of the open positions with the alternative Police Officer Trainee program.

Prepare an annual report to council on the current cost/benefit analysis of the new Police Officer Trainee program.

FISCAL IMPACT:

Potential Savings of up to \$50,000 for replacement costs of each new Police Officer.

The Finance Director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.

ENVIRONMENTAL IMPACT:

None.

Submitted: Chief Hurtado

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Trainee L4
2014**

EMPLOYMENT

CLASSIFICATION: Classified

DEPARTMENT: Police Department

REPORTS TO: Sworn Police Supervisor on duty

PURPOSE/OBJECTIVE OF JOB: To perform a variety of routine technical, administrative work in support of law enforcement activities.

LEVEL OF SUPERVISION REQUIRED: Moderate to limited

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES:

1. Perform front desk duties, including receiving visitors to the Police Department; answering and directing phone calls; taking walk-in reports on theft, criminal activities; relaying messages to field police personnel via radio and other similar tasks.
2. Assist citizens and employees of the City by fingerprinting citizens and employees of the City, and accurately recording same for non-criminal purposes.
3. Assist certified patrol officers in performing traffic control, such as: accident scene traffic control, special events control, and other similar situations.
4. Assist officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved, and perform follow-up checks to ensure tows take place.
5. Work as booking officer, as necessary.
6. Read and interpret complex written material including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Act as an local Prisoner Transportation Officer
8. Issue parking citations and have the authority to issue Administrative Citations for obvious CCMC violations.
9. Assist Animal Control Officer, as needed, after receiving training in Animal Control duties.
10. Serve subpoenas, but limited to prosecution witnesses in criminal cases.
11. Testify in court as necessary.
12. Answer telephones, provide routine information, and route calls to appropriate persons.
13. Run miscellaneous errands to assist administration and operations in performance of duties.
Transport department vehicles from locations within the city to and from the Police Department.
14. Other duties as assigned

QUALIFICATIONS:

1. Valid California Drivers license and good driving record.
2. Must start Level III Reserve Police Officer Certification within 12 months of appointment pursuant to POST standards.
3. Operate equipment such as City radios, computer, calculator, and other necessary equipment as needed.
4. Knowledge of municipal and governmental regulations, policies, organizations, and procedures concerning planning, construction, and zoning codes and City regulations as stipulated in the Municipal Code or ability to learn.
5. Knowledge of major streets, public places, and landmarks within the City limits.
6. Combination of related technical education and on-the-job experience which totals four years.
7. Ability to add, subtract, multiply, and divide all units of measure and to perform the four operations like common and decimal fractions, compute ratio, rate and percent.

ESSENTIAL POSITION REQUIREMENTS:

1. Possession of a High school diploma or GED equivalent
2. Must be at least 19 years of age
3. Possession of a valid Class C California Driver's License and a good driving record.
4. Ability to demonstrate initiative and good judgment within established guidelines.
5. Ability to demonstrate tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
6. Ability to research, compile, and summarize information and materials.
7. Ability to read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
8. Ability to work effectively under pressure.
9. Possess knowledge of the geography of the City of California City.
10. Possess knowledge of, or training in, modern police methods, practices and procedures; ability to complete training requirements dealing with pepper spray, fingerprinting and plastic casting.

PHYSICAL REQUIREMENTS:

Strength: See attached CA RU-91

Ability to: Ability to stand, crawl, walk, kneel, crouch, stoop and to perform one or more of the following functions simultaneously: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel. Visual acuity (near-under 20 inches, far-over 20 feet). Ability to occasionally lift and/or move more than 50 pounds.

ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:

Noise intensity levels; moderate to occasionally severe.

Working around fumes/odors: Occasional.

Variety of weather conditions, including extreme heat.

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer Trainee L3
2016**

EMPLOYMENT

CLASSIFICATION: Classified

DEPARTMENT: Police Department

REPORTS TO: Sworn Police Supervisor on duty

PURPOSE/OBJECTIVE OF JOB: To perform a variety of routine technical, administrative work in support of law enforcement activities.

LEVEL OF SUPERVISION REQUIRED: Moderate to limited

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES:

1. Perform limited duties, Pursuant to 832.6(a)3 PC, such as front desk duties, including receiving visitors to the Police Department; answering and directing phone calls; taking walk-in reports on theft, criminal activities; relaying messages to field police personnel via radio and other similar tasks.
2. Assist citizens and employees of the City by fingerprinting citizens and employees of the City, and accurately recording same for non-criminal purposes.
3. Assist certified patrol officers in performing traffic control, such as: accident scene traffic control, special events control, and other similar situations.
4. Assist officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved, and perform follow-up checks to ensure tows take place.
5. Work as booking officer, as necessary.
6. Read and interpret complex written material including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Act as an armed Prisoner Transportation Officer (PC 832 certified)
8. Issue parking citations and have the authority to issue Administrative Citations for obvious CCMC violations.
9. Assist Animal Control Officer, as needed, after receiving training in Animal Control duties.
10. Serve subpoenas, but limited to prosecution witnesses in criminal cases.
11. Testify in court as necessary.
12. Maintain Peace Officer qualifications in order to act as Reserve Police Officer Level III.
13. Answer telephones, provide routine information, and route calls to appropriate persons.

14. Run miscellaneous errands to assist administration and operations in performance of duties.
Transport department vehicles from locations within the city to and from the Police Department.
15. Other duties as assigned

QUALIFICATIONS:

1. Valid California Drivers license and good driving record.
2. Level III Reserve Police Officer Certification pursuant to POST standards.
3. Completion of Level II Reserve Officer Certification within 1 year of appointment.
4. Operate equipment such as City radios, computer, calculator, and other necessary equipment as needed.
5. Knowledge of municipal and governmental regulations, policies, organizations, and procedures concerning planning, construction, and zoning codes and City regulations as stipulated in the Municipal Code or ability to learn.
6. Knowledge of major streets, public places, and landmarks within the City limits.
7. Combination of related technical education and on-the-job experience which totals four years.
8. Ability to add, subtract, multiply, and divide all units of measure and to perform the four operations like common and decimal fractions. compute ratio, rate and percent.

ESSENTIAL POSITION REQUIREMENTS:

1. Possession of a High school diploma or GED equivalent
2. Possession of a valid Class C California Driver's License and a good driving record.
3. Ability to demonstrate initiative and good judgment within established guidelines.
4. Ability to demonstrate tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
5. Ability to research, compile, and summarize information and materials.
6. Ability to read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Ability to work effectively under pressure.
8. Possess knowledge of the geography of the City of California City.
9. Possess knowledge of, or training in, modern police methods, practices and procedures; ability to complete training requirements dealing with pepper spray, impact weapons, handcuffing techniques, fingerprinting and plastic casting.

PHYSICAL REQUIREMENTS:

Strength: See attached CA RU-91

Ability to: Ability to stand, crawl, walk, kneel, crouch, stoop and to perform one or more of the following functions simultaneously: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel. Visual acuity (near-under 20 inches, far-over 20 feet). Ability to occasionally lift and/or move more than 50 pounds.

ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:

Noise intensity levels; moderate to occasionally severe.

Working around fumes/odors: Occasional.

Variety of weather conditions, including extreme heat.

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer Trainee L2
2016**

EMPLOYMENT

CLASSIFICATION: Classified

DEPARTMENT: Police Department

REPORTS TO: Sworn Police Supervisor on duty

PURPOSE/OBJECTIVE OF JOB: To perform a variety of routine technical, administrative work in support of law enforcement activities.

LEVEL OF SUPERVISION REQUIRED: Moderate to limited

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES:

1. Perform limited armed duties, Pursuant to 832.6(a)2 PC, such as front desk duties, including receiving visitors to the Police Department; answering and directing phone calls; taking walk-in reports on theft, criminal activities; relaying messages to field police personnel via radio and other similar tasks.
2. Assist citizens and employees of the City by fingerprinting citizens and employees of the City, and accurately recording same for non-criminal purposes.
3. Assist certified patrol officers in performing traffic control, such as: accident scene traffic control, special events control, and other similar situations.
4. Assist officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved, and perform follow-up checks to ensure tows take place.
5. Work as booking officer, as necessary.
6. Read and interpret complex written material including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Act as an armed Prisoner Transportation Officer (PC 832 certified)
8. Issue parking citations and have the authority to issue Administrative Citations for obvious CCMC violations.
9. Assist Animal Control Officer, as needed, after receiving training in Animal Control duties.
10. Serve subpoenas, but limited to prosecution witnesses in criminal cases.
11. Testify in court as necessary.
12. Maintain Peace Officer qualifications in order to act as Reserve Police Officer Level II.
13. Answer telephones, provide routine information, and route calls to appropriate persons.

14. Run miscellaneous errands to assist administration and operations in performance of duties.
Transport department vehicles from locations within the city to and from the Police Department.
15. Other duties as assigned

QUALIFICATIONS:

1. Valid California Drivers license and good driving record.
2. Level II Reserve Police Officer Certification pursuant to POST standards.
3. Completion of Level I Reserve Officer Certification within 18 months of appointment.
4. Operate equipment such as City radios, computer, calculator, and other necessary equipment as needed.
5. Knowledge of municipal and governmental regulations, policies, organizations, and procedures concerning planning, construction, and zoning codes and City regulations as stipulated in the Municipal Code or ability to learn.
6. Knowledge of major streets, public places, and landmarks within the City limits.
7. Combination of related technical education and on-the-job experience which totals four years.
8. Ability to add, subtract, multiply, and divide all units of measure and to perform the four operations like common and decimal fractions, compute ratio, rate and percent.

ESSENTIAL POSITION REQUIREMENTS:

1. Possession of a High school diploma or GED equivalent
2. Possession of a valid Class C California Driver's License and a good driving record.
3. Ability to demonstrate initiative and good judgment within established guidelines.
4. Ability to demonstrate tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
5. Ability to research, compile, and summarize information and materials.
6. Ability to read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Ability to work effectively under pressure.
8. Possess knowledge of the geography of the City of California City.
9. Possess knowledge of, or training in, modern police methods, practices and procedures; ability to complete training requirements dealing with pepper spray, impact weapons, handcuffing techniques, fingerprinting and plastic casting.

PHYSICAL REQUIREMENTS:

Strength: See attached CA RU-91

Ability to: Ability to stand, crawl, walk, kneel, crouch, stoop and to perform one or more of the following functions simultaneously: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel. Visual acuity (near-under 20 inches, far-over 20 feet). Ability to occasionally lift and/or move more than 50 pounds.

ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:

Noise intensity levels; moderate to occasionally severe.

Working around fumes/odors: Occasional.

Variety of weather conditions, including extreme heat.

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer Trainee L1 Academy
2016**

EMPLOYMENT

CLASSIFICATION: Classified

DEPARTMENT: Police Department

REPORTS TO: Sworn Police Supervisor on duty

PURPOSE/OBJECTIVE OF JOB: To perform a variety of routine technical, administrative work in support of law enforcement activities.

LEVEL OF SUPERVISION REQUIRED: Moderate to limited

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES:

1. Perform limited armed duties, Pursuant to 832.6(a)2 PC, such as front desk duties, including receiving visitors to the Police Department; answering and directing phone calls; taking walk-in reports on theft, criminal activities; relaying messages to field police personnel via radio and other similar tasks.
2. Attend a POST Level-1 Academy
3. Assist citizens and employees of the City by fingerprinting citizens and employees of the City, and accurately recording same for non-criminal purposes.
4. Assist certified patrol officers in performing traffic control, such as: accident scene traffic control, special events control, and other similar situations.
5. Assist officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved, and perform follow-up checks to ensure tows take place.
6. Work as booking officer, as necessary.
7. Read and interpret complex written material including manuals, memos, letters, minutes, ordinances, and resolutions.
8. Act as an armed Prisoner Transportation Officer (PC 832 certified)
9. Issue parking citations and have the authority to issue Administrative Citations for obvious CCMC violations.
10. Assist Animal Control Officer, as needed, after receiving training in Animal Control duties.
11. Serve subpoenas, but limited to prosecution witnesses in criminal cases.
12. Testify in court as necessary.
13. Maintain Peace Officer qualifications in order to act as Reserve Police Officer Level II.
14. Answer telephones, provide routine information, and route calls to appropriate persons.

15. Run miscellaneous errands to assist administration and operations in performance of duties.
Transport department vehicles from locations within the city to and from the Police Department.
16. Other duties as assigned

QUALIFICATIONS:

1. Valid California Drivers license and good driving record.
2. Level II Reserve Police Officer Certification pursuant to POST standards.
3. Enrolled in Level I Reserve Officer Academy.
4. Operate equipment such as City radios, computer, calculator, and other necessary equipment as needed.
5. Knowledge of municipal and governmental regulations, policies, organizations, and procedures concerning planning, construction, and zoning codes and City regulations as stipulated in the Municipal Code or ability to learn.
6. Knowledge of major streets, public places, and landmarks within the City limits.
7. Combination of related technical education and on-the-job experience which totals four years.
8. Ability to add, subtract, multiply, and divide all units of measure and to perform the four operations like common and decimal fractions, compute ratio, rate and percent.

ESSENTIAL POSITION REQUIREMENTS:

1. Possession of a High school diploma or GED equivalent
2. Possession of a valid Class C California Driver's License and a good driving record.
3. Ability to demonstrate initiative and good judgment within established guidelines.
4. Ability to demonstrate tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
5. Ability to research, compile, and summarize information and materials.
6. Ability to read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
7. Ability to work effectively under pressure.
8. Possess knowledge of the geography of the City of California City.
9. Possess knowledge of, or training in, modern police methods, practices and procedures; ability to complete training requirements dealing with pepper spray, impact weapons, handcuffing techniques, fingerprinting and plastic casting.

PHYSICAL REQUIREMENTS:

Strength: See attached CA RU-91

Ability to: Ability to stand, crawl, walk, kneel, crouch, stoop and to perform one or more of the following functions simultaneously: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel. Visual acuity (near-under 20 inches, far-over 20 feet). Ability to occasionally lift and/or move more than 50 pounds.

ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:

Noise intensity levels; moderate to occasionally severe.

Working around fumes/odors: Occasional.

Variety of weather conditions, including extreme heat.